# PrintMusic! 2002

**The Easy Way to Create, Play and Print Music.**

## PrintMusic Documentation

**PrintMusic! 2002**
**for Macintosh®**

**CODA MUSIC**
**TECHNOLOGY**

## About PrintMusic! 2002 for Macintosh®

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# Chapter 8: 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 Scroll View. Hidden staves will not have handles in Page View.

### 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. |
| 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 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 Allow Individual Staff Spacing 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 dragging through some measures with Alternate Notation. | Removes Alternate Notation from the selected measures. |

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

## 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. |

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 Bracket 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. |

## 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 |

### 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 |

### Staff Name handles

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

### Bracket handles

| Menu item | What it does |
| --- | --- |
| Edit Bracket | Display Add Bracket dialog box |
| Delete Bracket | Remove the selected bracket. |

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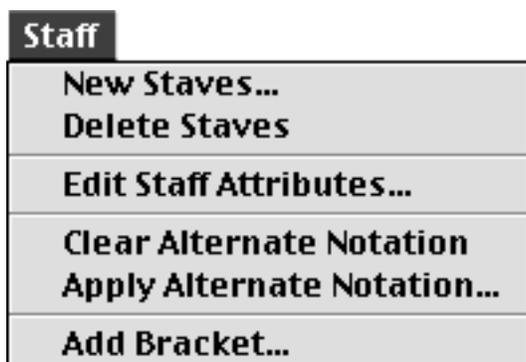
- **New Staves.** Choose New Staves to add new blank staves in your score. To insert blank staves above a particular staff, select a staff or staves in the score, then choose New Staves. New Staves uses the Setup Wizard which will name the staves and set up the transposition as well. For details, see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

- **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.

  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.

- **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.

- **Add Bracket.** Choose this command to display the Bracket 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 BRACKET ATTRIBUTES DIALOG BOX.

# Staff Attributes dialog box

## How to get there

Click the Staff Tool [icon]. 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 several 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.

- **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 |
| --- | --- |
| Non-transposing instrument | None |
| 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 |

| For this instrument… | Choose this transposition |
|---|---|
| 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 |
| Octave-transposing instrument    (e.g. contrabass) | Up Octave |
| Octave-transposing instrument    (e.g. piccolo) | Down Octave |

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 BRACKET ATTRIBUTES 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.

- **Endings and Text Repeats**. This checkbox shows repeat endings on the staff. Deselect this checkbox for the lower staff of a piano staff, for example.

- **Display Measure Numbers.** This checkbox determines whether or not PrintMusic! will show measure numbers on this 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.

# Alternate Notation dialog box

## How to get there

Click the Staff Tool ![staff tool icon] , 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.
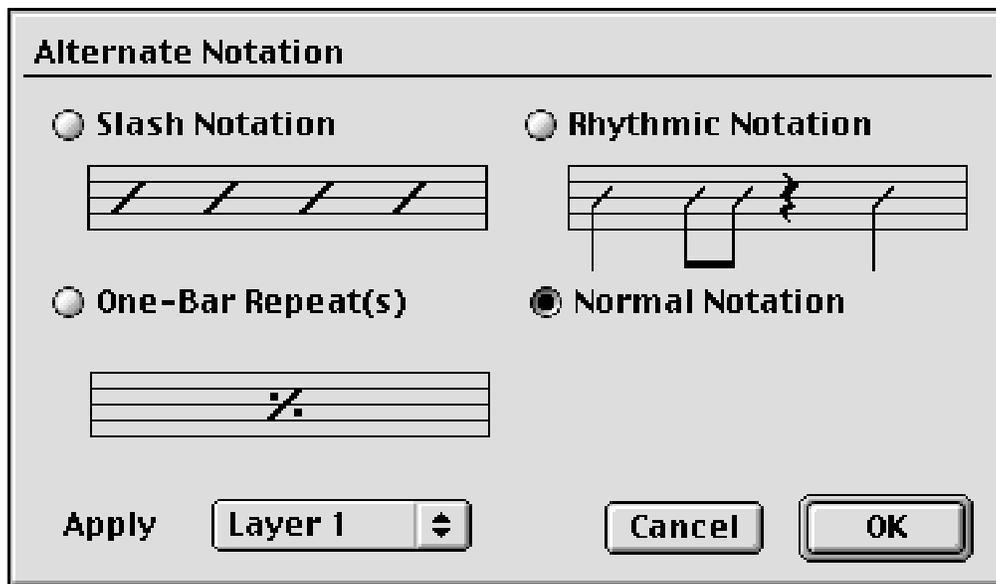
- **Slash Notation.** Select this alternate-notation style to fill every measure with one slash per beat. In cut time, for example, there would be two slashes per bar. Slash notation is useful for indicating that the player is to "comp," or improvise, a part with an unspecified rhythm.

- **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.

# Apply Alternate Notation dialog box

## How to get there

Click the Staff Tool  . Select a region. 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.

**Apply Alternate Notation**

**Select Style To Apply To Selected Region:**

1. Slash Notation
2. Rhythmic Notation
3. Normal Notation
4. One-Bar Repeat
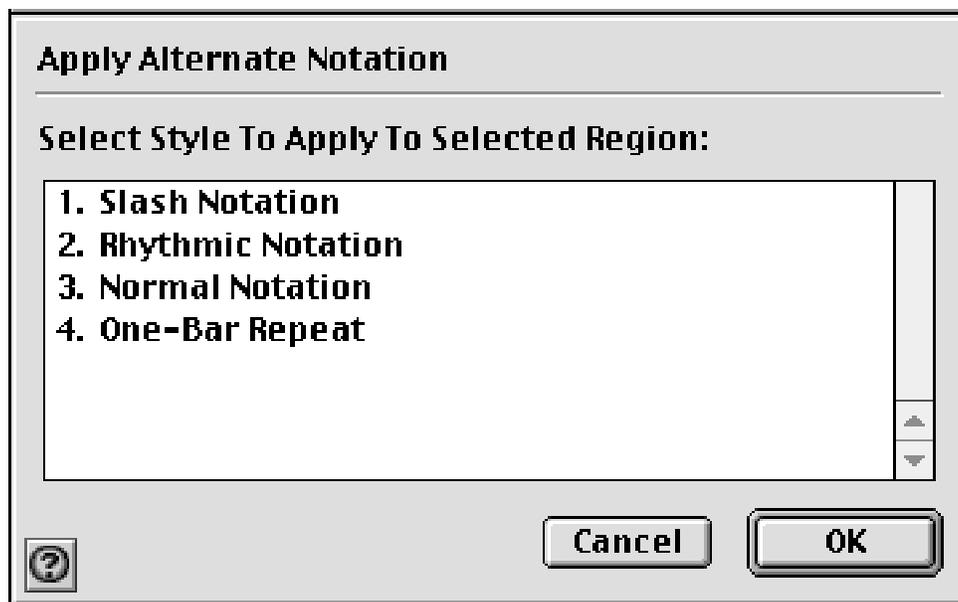
Cancel    OK

- **Styles.** Select the desired style from thelist.
- **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.

# Bracket Attributes 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.

## What it does
In PrintMusic!, brackets are added in the Bracket Attributes dialog box.
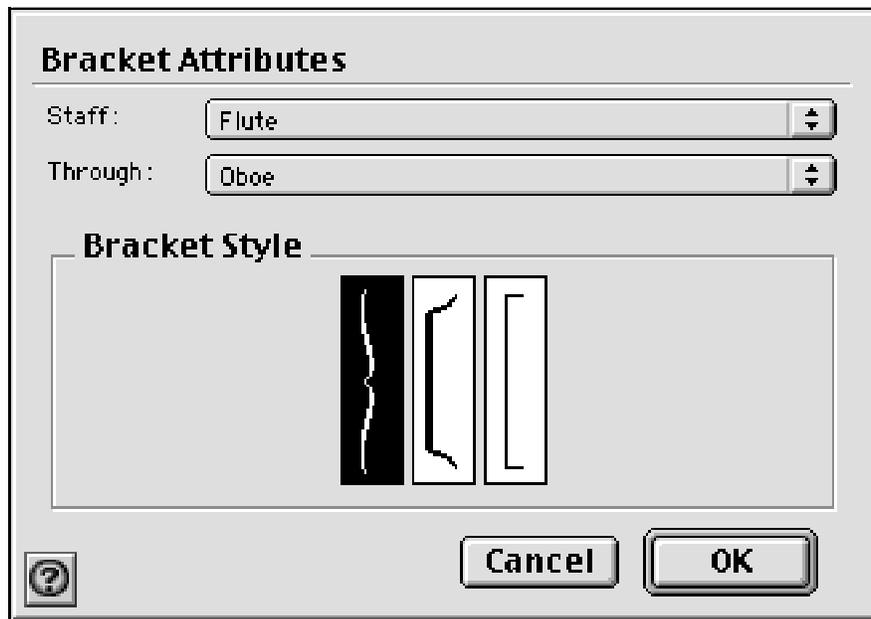
- **Staff • Through.** These Staff popup menus show the names or numbers of the starting and ending staves for the currently selected bracket. Choose a staff name or number to specify the starting and ending staves to bracket.

- **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; BRACKET ATTRIBUTES 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 add or 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 instru- ment 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, 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.

- **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 Allow Individual Staff Spacing has been selected in the Page Layout Tool. For details, see STAFF TOOL–SPECIAL MOUSE CLICKS.

    Note: If Allow Individual Staff Spacing 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.

## 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.**

## 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.**

# 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.

## To clear alternate notation

- **Click the Staff Tool** ⬚ **.** The Staff Menu appears.

- **Select the region you want to affect.** See <span style="font-variant:small-caps">Selecting music</span> 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.

# 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 Allow Individual Staff Spacing 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.

### 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 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.

## 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.**

# Staff names

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.

## 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** [icon]. 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.** Any new staves you create in this document will use this new font. Follow the steps below to change a staff you've already created.

- **Click the Staff Tool** [icon] **and double-click the existing staff**. The Staff Attributes dialog box appears.

- **Delete the existing staff name then click OK.**

- **Double-click the staff again.**

- **Type the staff name in the text box, then click OK.** Your staff name will now appear in the new font.

# 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** [icon].

- **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 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.** 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).**

## 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 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.

# Barlines

Use the Staff Tool to break barlines between staves. Use the Measure Tool to set the barlines for staves. Files created in PrintMusic! 2001 or later will always have a final barline on the last measure of the piece. As you add or delete measures, the final barline will move to the new last measure.

## To draw the barline between staves

Bracketed staves have an important characteristic: instead of drawing barlines only on the staves, the barlines are drawn through 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 BRACKET ATTRIBUTES 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 brackets do not appear in page view, turn off Allow Individual Staff Spacing in the Page Layout Tool. You can then re-apply as needed.

- **Click OK to confirm your bracket settings and return to the score.**

## 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.

- **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).**

## 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.)

## To create a single, double or solid left barline

- **Click the Measure Tool** ▤ **, and double-click the barline on the system \*before\* you want a left barline.** The Measure Attributes dialog box appears.

- **Click the desired barline type.**

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

- **From the Options Menu, choose Left Barline from Previous Measure.** The selected barline appears to the left side of the measure.

# 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.

## To place a bracket

If you want to place more than one bracket, see <u>To create additional (nested) brackets</u>, 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 Bracket Attributes dialog box appears.

- **Select staves from the Staff and Through drop-down lists to set the starting and ending staves.** All staves in between will also be included.

- **Click one of the bracket styles in the Bracket Attributes 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).

## 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 Bracket 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 <u>To place a bracket</u> earlier in this section.

# Distances

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

## To change the distance between staff systems

See SYSTEMS.

## To change the distance between staves

- **Click the Staff Tool** [icon].

- **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).

## To change the page and system margins

See MARGINS; SYSTEMS.

# Percussion

## Percussion Maps

if you want to notate percussion parts with special noteheads (x-noteheads, etc.), then open the Percussion template found in the General Templates folder. For other templates with percussion maps, see PERCUSSION MAPPINGS. The Setup Wizard will also set up percussion maps for instruments chosen from the Percussion group. Percussion staves in the Percussion templates and Setup Wizard are special in that they automatically ignore key signatures and transpositions. Also, if you enter a note and PrintMusic! does not find a match "in use" in that staff, that note will appear on the staff in its usual position as if it were in treble clef.

## Note Entry

In standard notation, percussion staves are non-pitched. However, some of PrintMusic!'s methods of note entry depend entirely on pitched information. Entering notes with the HyperScribe Tool, importing a MIDI file, and using Speedy Entry Tool's MIDI Input all rely on pitched information; PrintMusic! can automatically assign pitched MIDI notes to the desired lines and spaces.

You can also enter notes using the Simple Entry Tool. This method enters non-pitched notes directly on a percussion staff, automatically assigning the correct notehead from the percussion map in the staff on that position. If more than one notehead shares the same staff position (the ride cymbal and first tom-tom, for example), PrintMusic! will pick the first notehead it sees assigned to that position. You can then switch between all available noteheads by "sharping" or "flatting" the

note with Simple Entry's alteration tools (Half Step Up, Half Step Down, Sharp, and Flat). This allows PrintMusic! to cycle through all available noteheads.

## To enter percussion notes using Simple and Speedy Entry

When you enter notes onto a percussion staff, PrintMusic! notates them according to the settings in the Percussion Map. Other notes will appear in standard notation.

Occasionally you may have more than one note mapped to the same line or space on the staff. If this is the case, you can use the up or down arrows on the Simple Entry Palette, or the plus or minus keys for Speedy Entry to cycle through the different noteheads. For a list of the notes found in the percussion templates, see TEMPLATE PERCUSSION MAPPINGS in the Appendix.

Remember: you must be using a Percussion template or Setup Wizard percussion instrument to see the percussion noteheads.

## For Simple Entry:

- **Click the Simple Entry Tool** ♪ **.**

- **Choose Simple Entry Palette from the Window Menu to display the palette if it doesn't already appear.**

- **Double-click the Half Step Up Tool** $+\frac{1}{2}$ **or Half Step Down Tool** $-\frac{1}{2}$ **on the Simple Entry Palette, then click the note you want to change.** If more than one note was assigned to the same staff position, and is in use for the current staff (as defined in the Percussion Map), PrintMusic! displays the next open or closed notehead for that staff position. Continue to click the note to cycle through all the noteheads on that position until you reach the notehead you want to use.

## For Speedy Entry:

- **Click the Speedy Entry Tool** ⇒♪ **.**

- **Click the measure you want to edit.**

- **Click the note you want to change.**

- **Click + or - to change the notehead.**

- **Optional: Press the 9 key.** If two percussion noteheads appear side-by-side, PrintMusic! will flip the position of the noteheads.

# Chapter 9: Clef Tool

## Clef Tool 🎼

### What it does
Use this tool to create clef changes anywhere in the score. See CLEFS for full instructions.

## Change Clef dialog box

### How to get there

Click the Clef Tool 🎼, then click any measure.

### What it does
You can change the clef at the beginning of any measure in the score. In this dialog box you spec-
ify which clef you want to use.
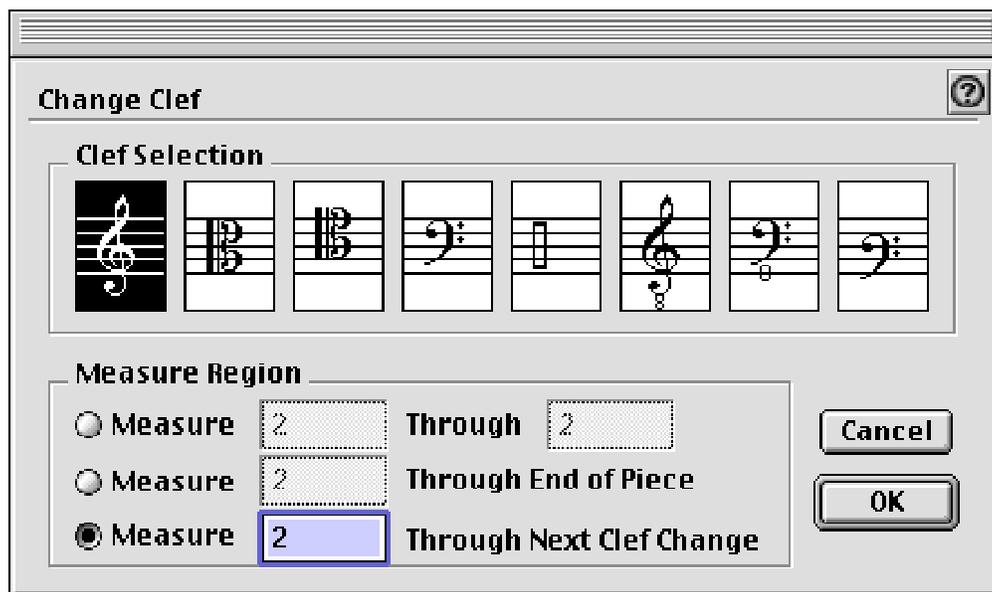
- **Measure ___ Through ___ • Measure ___ Through End of Piece • Measure ___ Through
  Next Clef Change.** Using these text boxes, tell PrintMusic! what range of measures you want
  to be affected by the clef change. PrintMusic! shows the measure you clicked in the text
  boxes; if you're only changing a single measure, you'll need to change the selection to the
  upper option.

If you want to change the measure you clicked through the end of the piece, select the middle option. If you want to change the measure you clicked until the next measure of a different clef, click the lower option.

- **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

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

# Chapter 10: Time Signature Tool

## Time Signature Tool $\begin{smallmatrix} 4 \\ 4 \end{smallmatrix}$

### What it does

Double-click a measure where you want to insert a meter change, or drag-enclose a number of measures and then double-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.

### Special mouse clicks

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

### 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.

**Time Signature Tool**

| Menu item | What it does |
| --- | --- |
| Edit Time Signature | Displays the Time Signature dialog box |
| 2/2; 4/4; 3/4; ... | Apply this time signature to the selected region (or, if only one measure was highlighted, apply this time signature from here through the end of the piece) |

## Time Signature dialog box

### How to get there

Click the Time Signature Tool $\begin{smallmatrix} 4 \\ 4 \end{smallmatrix}$ , and double-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.
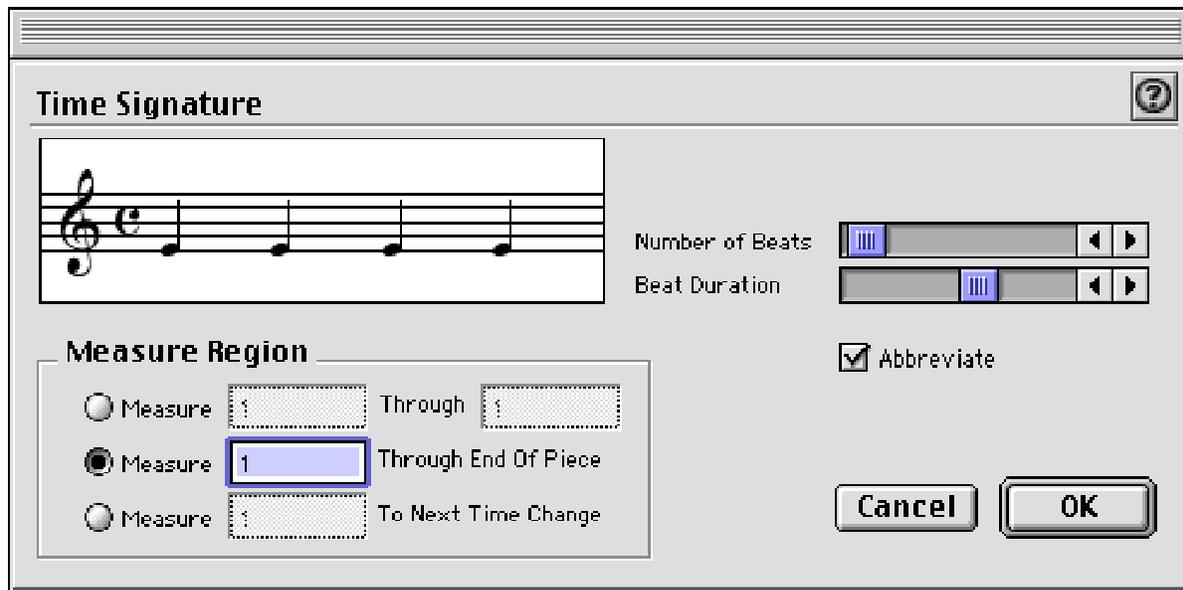
- **Number of Beats · Beat Duration.** Use the upper scroll bar to specify the upper number of the time signature—the number of beats in each measure. Use the lower scroll bar to specify the lower number of the time signature—the rhythmic value of each beat. For greatest control, click the right and 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.)

- **Measure ___ To Next Time Change.** If you want the meter to be changed from the measure you clicked until the next measure with a different time signature, click this option. (In the text box, PrintMusic! proposes the measure you originally clicked.)

- **Abbreviate.** Use the Abbreviate checkbox to specify whether to abbreviate (c) or not ($\frac{4}{4}$) in a particular occurrence of a time signature. You can decide whether or not to use the symbols (c or ¢) each time a cut or common time signature appears in your music. This capability lets you easily mix c 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.

# Time signatures

## To change the time signature

• **Click the Time Signature Tool** ⊞, **and double-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 or other compound meter; 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).

### Time Signature dialog box          Resultant Beaming
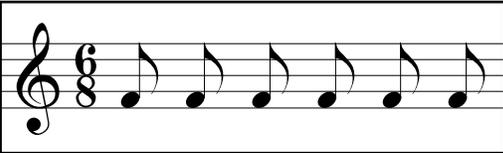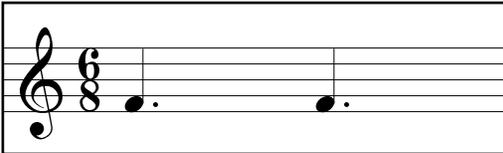


Unless you tell it otherwise, PrintMusic! displays the common-time symbol **𝐂** instead of $\frac{4}{4}$, and the cut-time symbol ¢ instead of $\frac{2}{2}$.

• **Specify the range of measures you want to be affected by the meter change.**

• **Click OK (or press return).** You return to the score.

# Common time and Cut time

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: ⊂.

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: ₵. 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**  $\boxed{\begin{matrix}\textbf{4}\\\textbf{4}\end{matrix}}$  .

- **Double-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 ⊂, 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.

# 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.

**To globally prevent courtesy time signatures from displaying**

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

# Chapter 11: Key Signature Tool

## Key Signature Tool ▤

### What it does

Double-click the measure at which you want to change the key signature, or drag-enclose a region then double-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.

### Special mouse clicks

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

### 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.

**Key Signature Tool**

| Menu item | What it does |
| --- | --- |
| Edit Key Signature | Displays the Key Signature dialog box |

## Key Signature dialog box

### How to get there

Click the Key Signature Tool ▤ , and double-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.
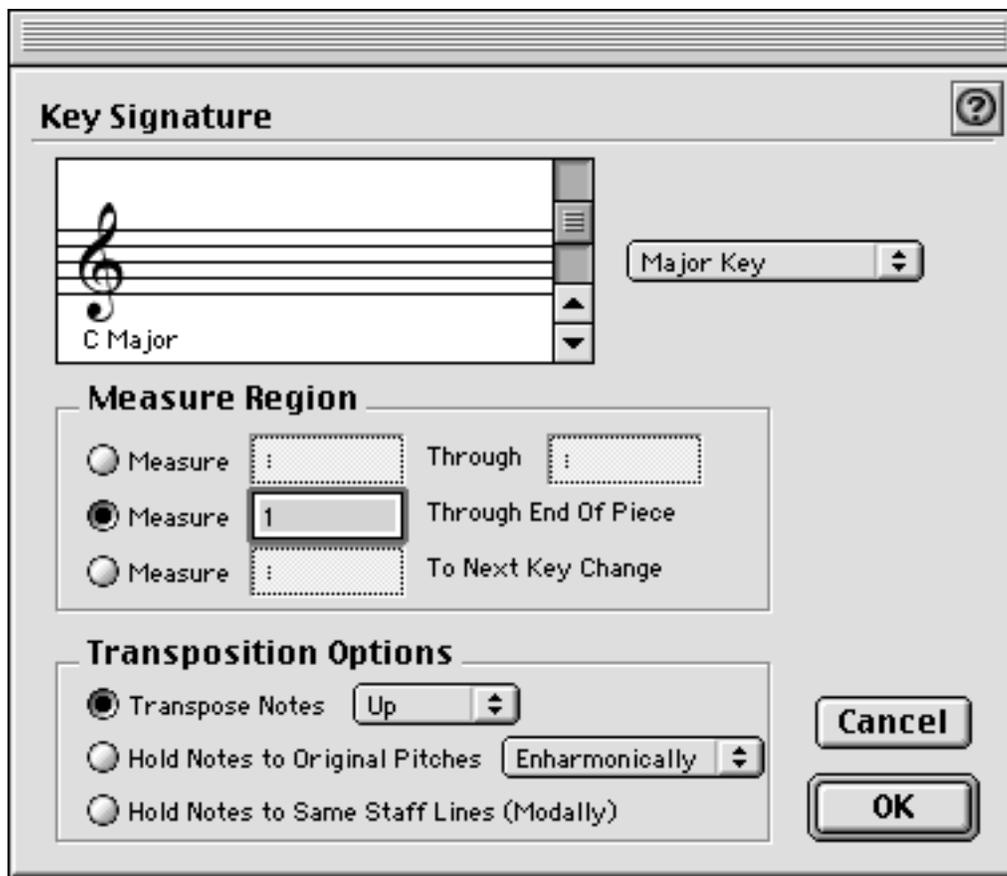
- **[Scrolling key display].** Click the top scroll bar arrow to add sharps (or subtract flats) from the displayed key signature. Click the bottom arrow to add flats (or subtract sharps). As you scroll through the Circle of Fifths, the key name is identified in the lower-left corner ("C major," and so 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 · Measure \_\_\_ To Next Key Change.** 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 middle option. If you want the new key until the next measure of a different key, click the lower option.

  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.

- **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♯ in the key of E will become an A♭ in the key of E♭.)

- **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♯ in the key of D, because there's an F♯ 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.

# Key signatures

## To change the key

- **Click the Key Signature Tool , and double-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/Next Key Change) 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.

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

# 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.

If you follow the instructions below, you'll notice a significant change in PrintMusic!'s behavior. If you're transcribing music using HyperScribe, 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♯ (instead of an A♭, as it would be called in C major).

## To establish a minor key system

- **Click the Key Signature Tool** ⊞ **; then double-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♯ in the key of E will remain a G♯ in the key of E♭), or Enharmonically, in which the shelling of the accidentals is adjusted where necessary (for example a G♯ becomes an A♭ in the key of E♭); **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).**

# 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.

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

- **From the Options Menu, choose Display Courtesy Items so that its no longer selected.**

# Chapter 12: 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.

*   **Shift-option-click a measure** to add measure numbers to that measure in every staff.

*   **Click a measure number's handle, shift-click an additional handle, or drag-enclose several handles with Dragging Selects Measure Numbers checked in the Measure Menu** 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.

## 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 |

### Measure handles

| Menu item | What it does |
|---|---|
| Edit Measure Attributes | Display Measure Attributes dialog box |
| Insert Measures | Adds measures to the score |
| Delete | Deletes measures from the score |
| Edit Time Signature | Displays the Time Signature dialog box |
| Edit Key Signature | Displays the Key Signature dialog box |
| Normal Barline | Changes the selected barline to a normal barline |
| Double Barline | Changes the selected barline to a double barline |
| Final Barline | Changes the selected barline to a final barline |
| Solid Barline | Changes the selected barline to a solid barline |

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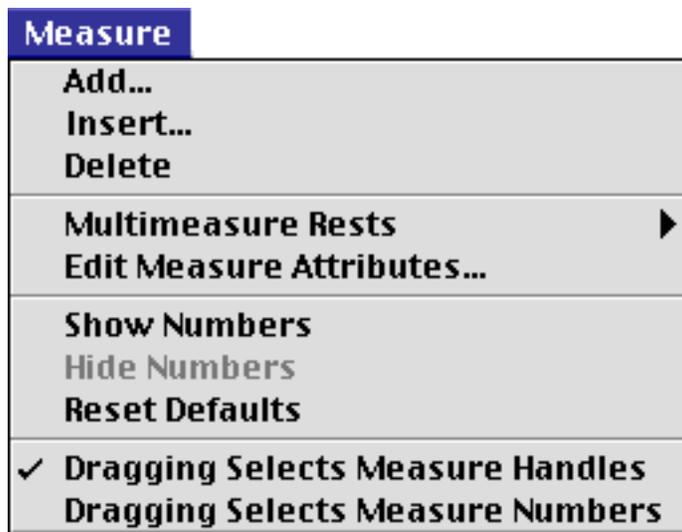
- **Add.** When you choose **Add**, PrintMusic! asks you how many new blank measures you want to add (in all staves) to the end of the piece. (See "HOW MANY MEASURES?" DIALOG BOX.) Enter the number of measures you want added, and click OK. (This command performs the same function as option-clicking the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

  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.

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

  See MULTIMEASURE RESTS.

- **Edit Measure Attributes**. Select this item to display the Measure Attributes dialog box where you can set the barline style. 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 Measure Numbers.** 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.

# "How many measures?" dialog box

## How to get there

Option-click the Measure Tool [icon] . Or, click a measure, and choose Add or Insert from the Measure Menu.

## 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).
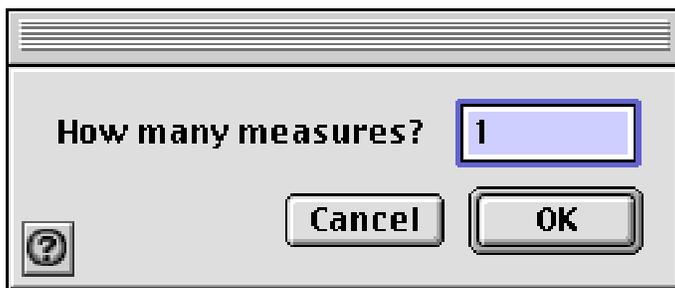


- **How many measures?.** In this text box, enter the number of new measures you want added or inserted.
- **OK • Cancel.** Click OK (or press return) to add or insert the specified measures, or Cancel to leave the score unchanged, and return to the score.

# Measure Attributes dialog box

## How to get there

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

## What it does

Each measure in PrintMusic! can have a specific barline.
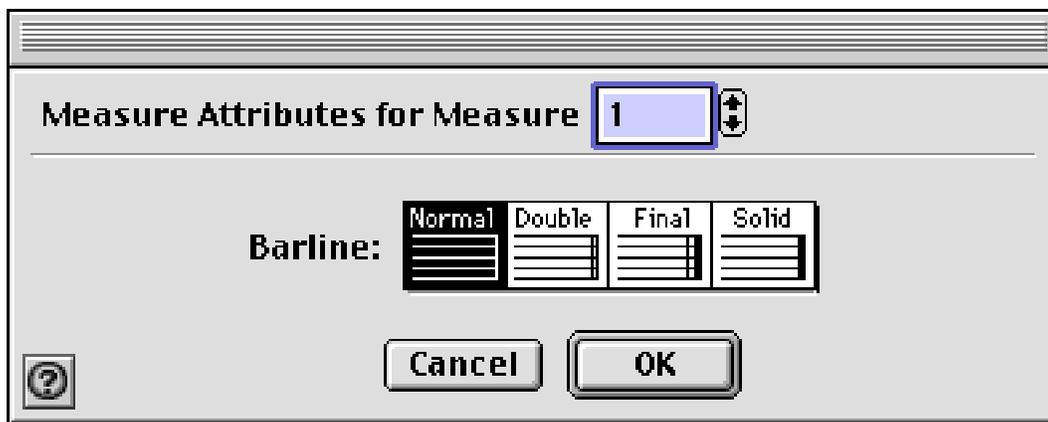
- **Measure Attributes for Measure__.** You can enter the number of the measure you want to edit or use the arrows to select another measure.

- **Barline: Normal · Double · Final · Solid.** 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.

# Multimeasure rests

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.

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

### 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.)

- **From the Measure Menu, choose Multimeasure Rests, then Create.** 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 Mover Menu's Clear command).

- **Choose Update Layout from the Edit Menu to ensure that PrintMusic! is displaying the current layout of the score.**

## 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.)

- **From the Measure Menu, choose Multimeasure Rests, then Break.** 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.**

# Measure numbers

## To show measure numbers

- **Click the Measure Tool**  **and highlight the region of measures.**

- **From the Measure Menu, choose 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 Hide Numbers.**

## 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.

## 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.)

## 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! will add a blank measure in every staff.

• **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.

• **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.

## 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.

• **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.

• **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.

- **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.

- **Go to Page View, if you're not already there.** You change views by choosing Page View from the View Menu.

- **Choose Update Layout from the Edit Menu.**

- **Click the Measure Tool** ▦ **.** A handle appears on every barline.

- **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 Mover 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. A non-printing lock icon 🔒 shows you where you've locked measures into a particular layout. 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 Mover Menu.** The Fit Music dialog box appears.

• **Select Remove System Locks.**

• **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.

# Final barline

PrintMusic! will always display a final barline on the last measure in the score. You can override this automatic final barline with a double or solid barline, but not a normal 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.**

# Chapter 1: How Do I...?

## How Do I...?

Sometimes you just need to know how to do something, without knowing what menu, tool or dialog box you need. This chapter is designed to answer some of your How do I questions. If you're just getting started, make sure you go through the *Installation & Tutorials* book or check out the QuickStart Video Tips.

Click on a category to jump to that section, or scroll down to browse all of the questions. Each question provides a link to the relevant section of the manual.

## Notes

How do I enter notes? With SIMPLE ENTRY, SPEEDY ENTRY, HYPERSCRIBE or IMPORT A MIDI FILE, IMPORT A SCANNED FILE.

HOW DO I SPACE MY NOTES NICELY?

## Clefs

HOW DO I CHANGE THE CLEF?

## Accidentals

How do I add a sharp or flat? With SIMPLE ENTRY or SPEEDY ENTRY.

## Tempo

HOW DO I SET THE INITIAL PLAYBACK TEMPO?

HOW DO I ADD A METRONOME OR TEMPO INDICATION, LIKE ♩=200 AND HAVE IT CHANGE THE TEMPO?

## Markings

## Lyrics

## Playback

## Time Signature

## Key Signature

## PDFs

I'm having trouble creating a PDF. WHAT CAN I CHECK TO SOLVE THE PROBLEM?

## Printing

HOW DO I PRINT MY MUSIC?

## Instrumental Parts

HOW DO I MAKE INSTRUMENTAL PARTS?

Some measures didn't become multimeasure (block) rests. WHAT HAPPENED?

## Beaming

WHY WON'T 6/8 (OR 9/8 OR 12/8) BEAM RIGHT?

HOW DO I BEAM TWO NOTES TOGETHER? OR HOW DO I BEAM GRACE NOTES?

## Speed Tips

KEYBOARD SHORTCUTS

## Pickups/Annacrusis/Upbeats

HOW DO I MAKE A PICKUP MEASURE?

## Copying Music

HOW DO I COPY MUSIC?

HOW DO I ADD THE MEASURES OF ONE FILE TO THE END OF ANOTHER FILE?

## Shortcuts

HOW DO I FIND SHORTCUTS?

## Troubleshooting

I'm having trouble. WHERE CAN I START WITH TROUBLESHOOTING?

## Chords

How do I enter a chord? With SIMPLE ENTRY, SPEEDY ENTRY.

HOW DO I ADD A CHORD SYMBOL LIKE FMAJ ABOVE THE STAFF?

HOW DO I ADD A FRETBOARD DIAGRAM?

HOW DO I ENTER CHORDS IN A MEASURE WITH NO NOTES? OR HOW DO I ENTER A CHORD CHANGE BETWEEN A SINGLE NOTE?

## MIDI

I'm having trouble with my MIDI. WHAT CAN I DO TO TROUBLESHOOT IT?

HOW DO I MAKE MY INSTRUMENTS PLAY BACK WITH THE RIGHT SOUNDS?

## Scanning

HOW DO I SCAN MUSIC AND EDIT IT IN PRINTMUSIC!?

## Page Numbers

HOW DO I ADD PAGE NUMBERS?

## Repeats

HOW DO I ADD A REPEAT?

HOW DO I ADD A FIRST AND SECOND ENDING?

## Ties and Slurs

Graphically, there isn't a difference between ties and slurs, but musically and functionally in PrintMusic!, there is a difference. A tie means to hold the pitch for the duration of both notes. A slur means to phrase the two notes together, sometimes on different pitches but always restruck.

How do I tie a note or chord? In SIMPLE ENTRY, SPEEDY ENTRY.

HOW DO I ADD A SLUR?

HOW DO I FLIP A SLUR?

## Staves

HOW DO I ADD MORE STAVES?

## Systems

## Barlines

I changed the barline between staves but it doesn't show up (in Page View). H̲O̲W̲ ̲D̲O̲ ̲I̲ ̲F̲I̲X̲ ̲I̲T̲?̲

## Measures/Bars

I've lost some measures. H̲O̲W̲ ̲D̲O̲ ̲I̲ ̲F̲I̲X̲ ̲I̲T̲?̲

## Measure Numbers

## Triplets

How do I add a triplet? In SIMPLE ENTRY, SPEEDY ENTRY, HYPERSCRIBE.

HOW DO I CHANGE MY TRIPLET? OR HOW DO I HIDE THE BRACKET AND NUMBER?

# Chapter 2: File Menu

## File Menu

### How to get there
The File Menu is the first of PrintMusic!'s unchanging menus.

### 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.

- **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." 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.

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?

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 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" (replacing the old default file). From now on, every time you double-click the Print-Music! 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.

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! won't be able to create new documents from the Setup Wizard or Default Document.

- **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 is a popup menu identifying two kinds of files PrintMusic! is capable of opening: Coda Notation File and Standard MIDI File (you can also choose to view all readable files or all files).

  A Coda Notation File is the usual notation file you've been working with all along. A Standard 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.

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.)

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 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.

• **Save As Web Page.** This command opens the Save As Web Page Settings dialog box, where you can specify what actions you will permit in the resulting file. See WEB PAGE OPTIONS DIALOG BOX. PrintMusic! will then save two files in a format that can be displayed on a website. Anyone who wishes to view this file will need the free SmartMusic Viewer plug-in. See our website at WWW.CODAMUSIC.COM/VIEWER for details.

• **Save As SmartMusic Accompaniment.** Choose this command to save a copy of your file in a format that can be opened by the SmartMusic Studio. See SMARTMUSIC ACCOMPANIMENT OPTIONS DIALOG BOX.

• **Post at Finale Showcase.** This command will save your file, then open your browser to place your file on Coda's website at WWW.FINALESHOWCASE.COM. The file will be freely shared with other users. Please follow the directions on the website. See TO PLACE FILES ON THE FINALE SHOWCASE WEBSITE.

- **Import: Encore Files • Rhapsody Files • MIDISCAN Files • SmartScore Files.** Choose this command to display the IMPORT DIALOG BOX. Here you can select Encore or Rhapsody files to convert into PrintMusic! files. See ENCORE CONVERSION for more details on issues related to converting these files. See also TO IMPORT ENCORE OR RHAPSODY FILES. You can also choose to import MIDISCAN or SmartScore files into PrintMusic!. For details on using MIDISCAN or SmartScore, please see your MidiScan or SmartScore product information. See TO IMPORT MIDISCAN OR SMARTSCORE FILES. See MIDI FILES for importing MIDI files.

- **MIDISCAN.** This command will open and transcribe a scanned file, using PrintMusic!'s built-in MIDISCAN technology. See TO CONVERT SCANNED FILES WITH PRINTMUSIC!'S MIDISCAN.

- **Extract Parts.** This command is PrintMusic!'s 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. PrintMusic! 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.

- **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

From the File Menu, choose New, then Document with Setup Wizard.

## What it does

The Setup Wizard will help you to setup your PrintMusic! document with a title and composer, which instruments you would like to have and other musical elements.
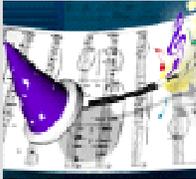
- **Title • Composer • Copyright.** Enter the Title, Composer and copyright of your piece here and PrintMusic! will automatically enter them into the document for you.
- **Page Size • Portrait • Landscape.** Select the page size you want to use and whether the document will be portrait or landscape. 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.
- **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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║ ▤▤▤▤▤▤  Document Setup Wizard – Choose Parts (Page 2 of 4)  ▤▤▤▤▤▤ ║
╠═══════════════════════════════════════════════════════════════╣
║ Document Setup Wizard                                           ║
║                                                                 ║
║  ┌──────────────┐ ┌──────────────┐              ┌────────────┐  ║
║  │ Woodwinds    │ │ Piccolo      │              │            │  ║
║  │ Brass        │ │ Flute        │              │            │  ║
║  │ Percussion   │ │ DescantRecorder│            │            │  ║
║  │ Plucked Strings│ │ Soprano Recorder│         │            │  ║
║  │ Keyboards    │ │ Alto Recorder│   ┌────────┐ │            │  ║
║  │ Vocals       │ │ Tenor Recorder│  │ Add »  │ │            │  ║
║  │ Strings      │ │ Bass Recorder│   └────────┘ │            │  ║
║  │              │ │ Oboe         │   ┌────────┐ │            │  ║
║  │              │ │ English Horn │   │« Remove│ │            │  ║
║  │              │ │ Clarinet in Eb│  └────────┘ │            │  ║
║  │              │ │ Clarinet in Bb│             │            │  ║
║  │              │ │ Clarinet in A │             │            │  ║
║  │              │ │ Alto Clarinet │             │            │  ║
║  │              │ │ Bass Clarinet │             │            │  ║
║  └──────────────┘ └──────────────┘              └────────────┘  ║
║                                        ☑ Use Score Order         ║
║                                                                 ║
║  ┌──────────┐              ┌──────────┐ ┌──────────┐            ║
║  │ Cancel   │              │ ‹ Back   │ │ Next ›   │            ║
║  └──────────┘              └──────────┘ └──────────┘            ║
╚═══════════════════════════════════════════════════════════════╝
```
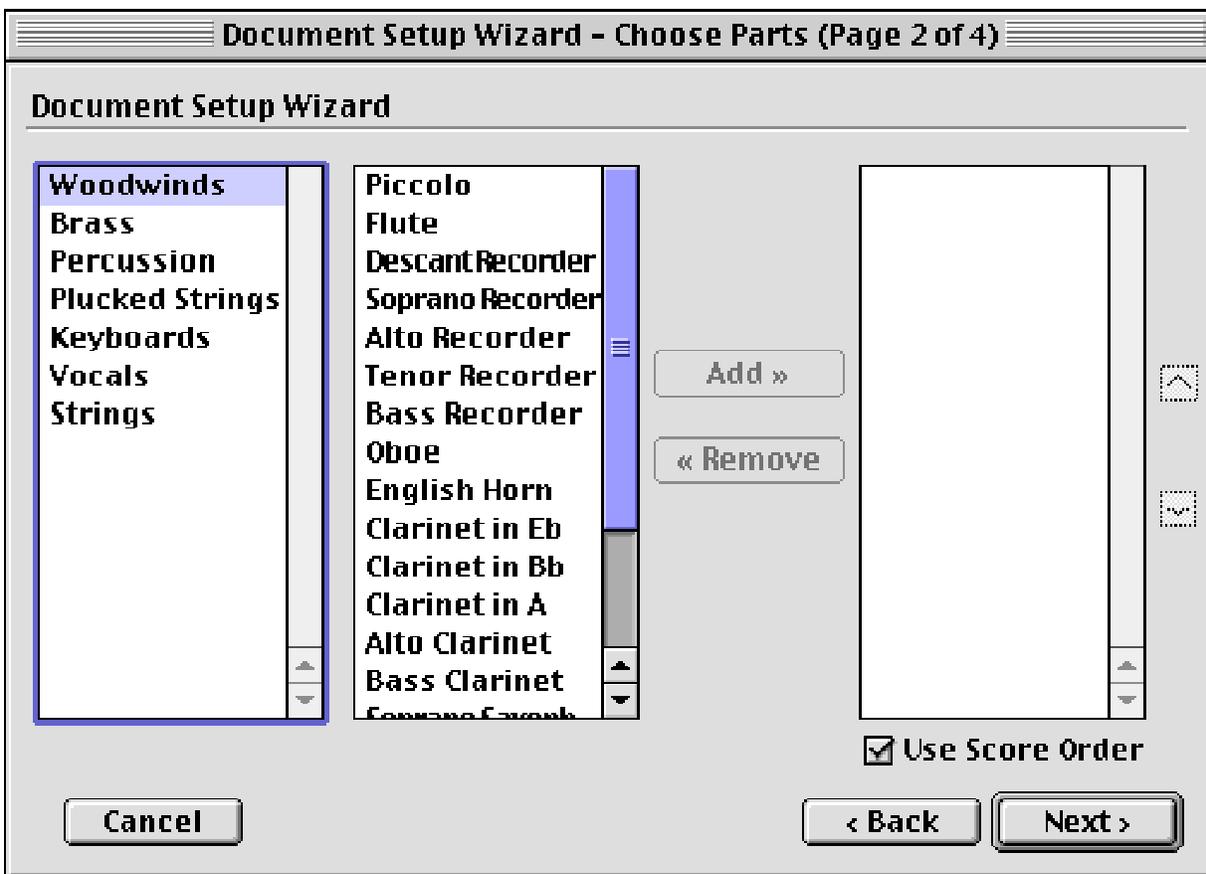
- **Families • Parts: Add Remove.** Select a certain instrumental family, and add the part selected from the Parts column. The parts that are selected will be displayed in the list on the right. Parts will be added in Score order. If you want to Remove a part from the list on the right, highlight the 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.

- **Back • Next • Cancel.** Click Back to return to the first page of the Setup Wizard. Click Next to continue to the next page of the Setup Wizard. Click Cancel to exit out of the Setup Wizard and return to PrintMusic! with no document open.
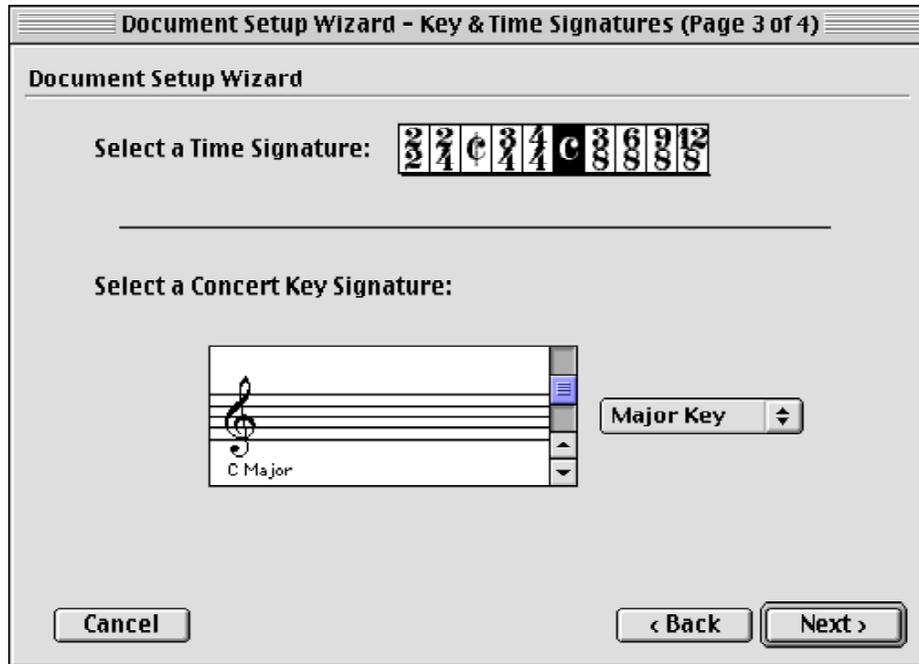
- **Select a Time Signature.** Select a time signature from several common time signatures.

- **Select a Concert Key Signature.** Use the scroll bar to select a key. Click the up arrow to add sharps or subtract flats; click the down arrow to add flats or subtract sharps. Use the popup menu to specify major or minor.

- **Back • Next • Cancel.** Click Back to return to the first page of the Setup Wizard. Click Next to continue to the next page of the Setup Wizard. Click Cancel to exit out of the Setup Wizard and return to PrintMusic! with no document open.
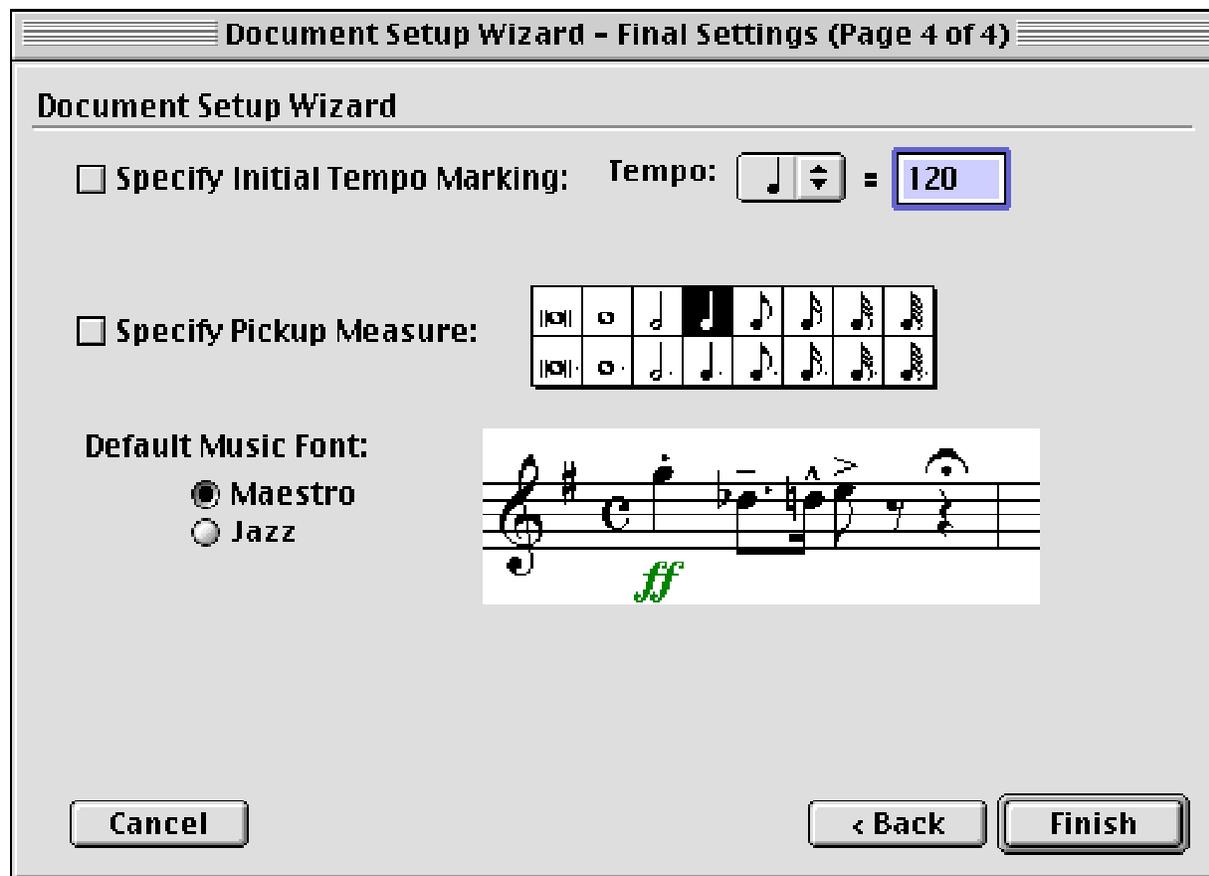
- **Specify Initial Tempo Marking.** Check this box to have PrintMusic! place a tempo marking on the first measure of the score. This Expression will affect the playback tempo. Click the quarter note to change the beats per minute. To edit the tempo marking later, see EXPRESSIONS.

- **Specify Pickup Measures.** Check this box to have PrintMusic! create a pickup measure at the beginning of the score. Click on the note corresponding to the sum of the pickup note or notes.

- **Default Music Font: Maestro • Jazz.** Select the default file you want to use to create your score. Click Maestro to use a default file with the Maestro music font. Click Jazz to use a default file with the Jazz music font. If you wish to customize these templates, make the changes to the Maestro Font Default or Jazz Font Default files in the PrintMusic! folder. For more information, see FONTS.

- **Back • Finish • Cancel.** Click Back to return to the third page of the Wizard. Click Finish and PrintMusic! will create your score, based on your choices and the default file. Click Cancel to exit out of the Setup Wizard and return to PrintMusic! with no document open.

# Save As dialog box

### How to get there
From the File Menu, choose Save As. (If you haven't yet saved the document for the first time, you can choose Save from the File Menu instead.)

### What it does
In this dialog box you can specify what kind of file you want to create and which folder the computer should put it in.
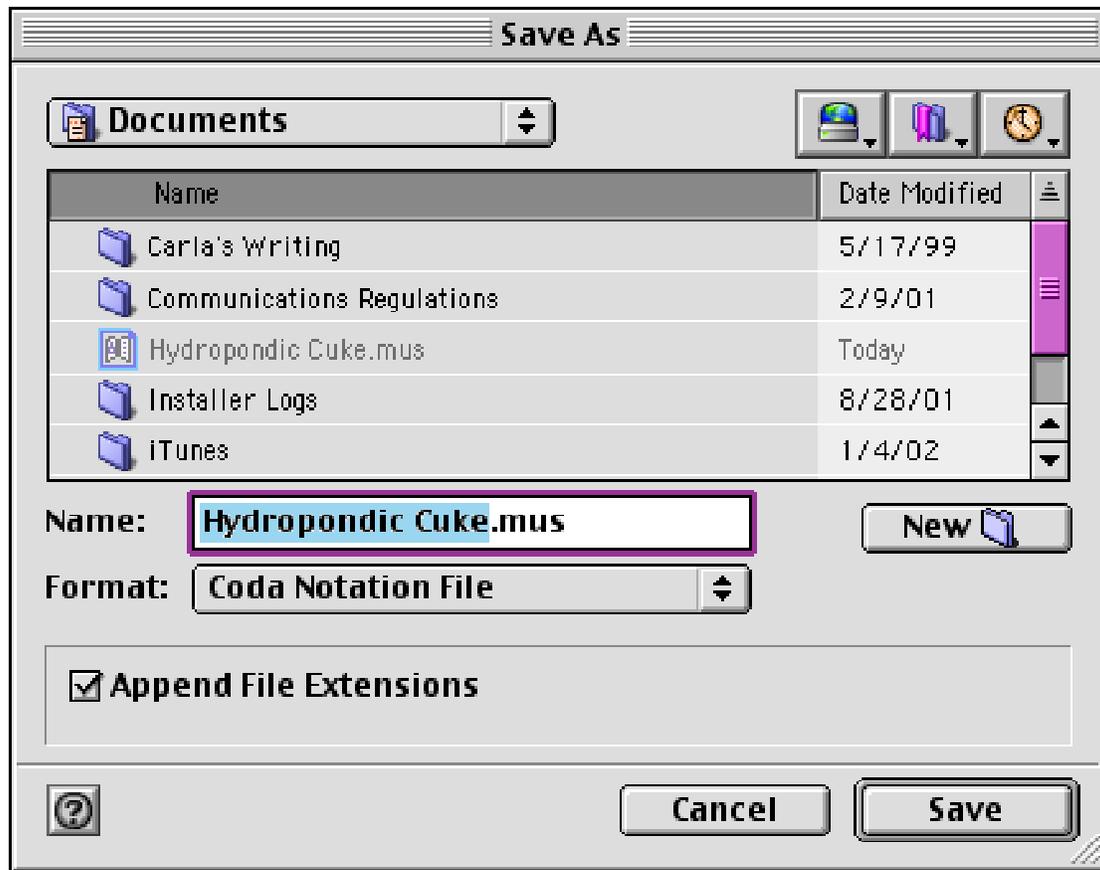
- **[Folder Name].** PrintMusic! displays the name of the folder you're viewing. Click on the folder name to change which folder to save the file in.

- **Eject (available only with Nav Services off).** If you're viewing the list of files on a floppy disk, the Eject button becomes active; click it to eject the floppy disk (the title of which appears just above this button).

- **Desktop (available only with Nav Services off).** Click Desktop to view the icons of all hard disks and floppy disks available.

- **New.** Click the New button to create a new folder inside the current folder, disk or hard drive.

- **Shortcuts • Favorites • Recents.** These buttons are available only with Navigation Services. The Shortcuts button allows you to choose from common destinations, such as your Desktop, and eject a disk. The Favorites button allows you to choose from user-configured destinations. The Recents button allows you to choose from your most recently used files.

- **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.

- **Format: Coda Notation File • Standard MIDI file.** Select Coda Notation File if you want to create a standard notation document. Select Standard MIDI file if you want to create a MIDI file from your document, which can be read by sequencer programs.

- **Append File Extensions.** Check this box to add a Windows extension to the file name for easier cross-platform sharing.

- **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.

# File Integrity Test Results dialog box

## How to get there
Open a file with inconsistencies.

## What it does
This dialog box will only appear if you are attempting to open a file created in Finale 2001, another Coda Music Technology product.

Finale 2001 created files that are approximately one-third the size of files created with previous versions of Finale. This new capability, unfortunately, introduced a problem in which a small percentage of files are damaged when saved in the original release of Finale 2001. The symptom of this problem is that the last nine (or fewer) notes or rests that were entered before the file was saved AND closed will be missing when the file is reopened.

PrintMusic! prevents further damage from occurring. While using PrintMusic! will completely prevent the problem from occurring in new files, files previously saved in Finale 2001 may already be damaged. The File Integrity Utility will examine the file for inconsistencies and try to repair the file.

Files last saved in Finale 2001 will automatically be tested for file integrity and corrected. Files created before Finale 2001 and last saved in Finale 2001a or later will ask if you wish to test file integrity. Once the file has been tested for file integrity and saved, you won't be prompted on that file again. Other files may benefit from the Test File Integrity utility.

The Test File Integrity dialog box displays a message stating whether it found inconsistencies in the file. Click on Details to display the types of items that were repaired in your score.
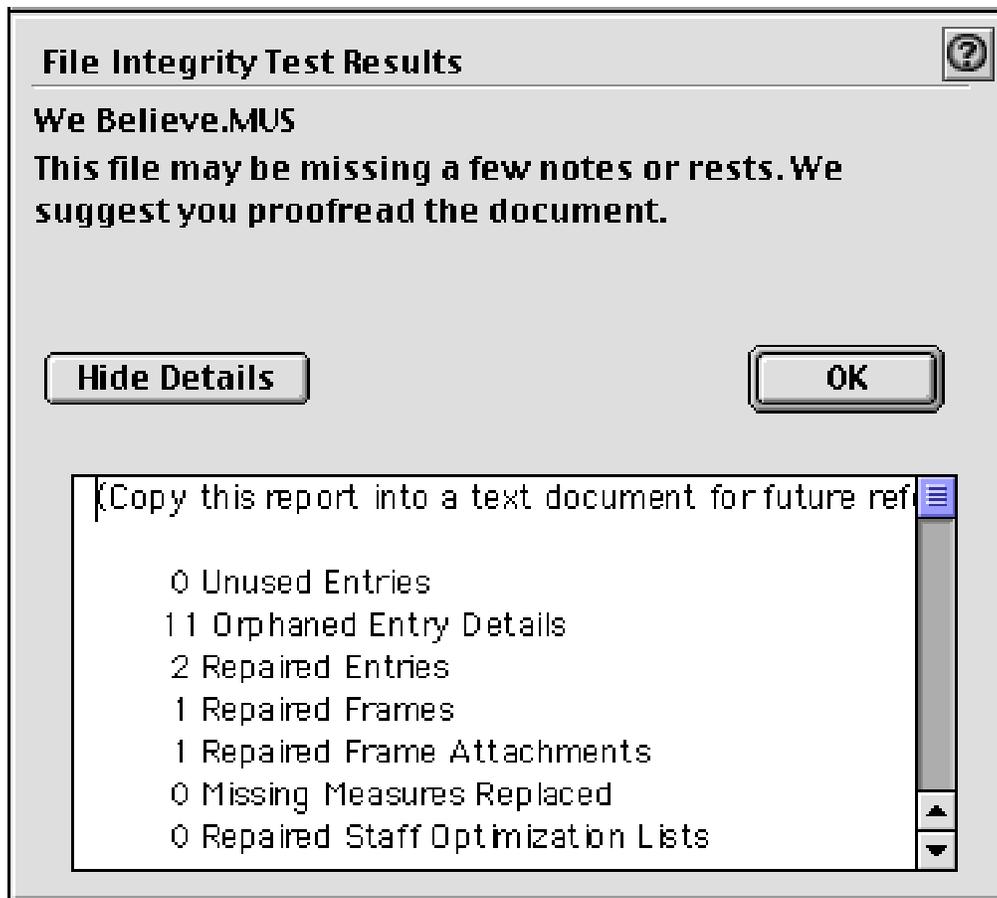
- **Unused Entries.** The utility removed notes or rests found in the file but not used. This is similar to emptying the Trash. Unused entries, without any repaired items, do not indicate a damaged file.

- **Orphaned Entry Details.** The utility removed items attached to notes or rests found in the file but not used, such as articulations that were attached to notes you erased. This is similar to emptying the Trash. Orphaned Entry Details, without any repaired items, do not indicate a damaged file.

- **Repaired Entries.** The utility repaired notes or rests that referenced a corrupted note or rest. We recommend you check your file for missing notes or rests.

- **Repaired Frames.**The utility repaired groups of notes that referenced a corrupted note or rest. We recommend you check your file for missing notes or rests.

- **Repaired Frame Attachments.**The utility repaired frames (one layer of a measure) that referenced a corrupted note or rest. We recommend you check your file for missing notes or rests.

- **Missing Measure Replaced.** The utility repaired gaps in the sequence of measures.

- **Repaired Staff Optimization Lists.** The utility repaired errors in optimization data.

- **Unnecessary Measure Expressions Removed.** The utility found and deleted empty measure expression assignments.

- **List of possible error locations.** If the utility can determine the location, it will provide a list of locations of missing notes or rests.

- **OK.** Click OK to return to the score.

# SmartMusic Accompaniment Options dialog box

### How to get there
From the File Menu, choose Save As SmartMusic Accompaniment.

### What it does
PrintMusic! supplies a quick, convenient way to turn your score into a SmartMusic Public Accompaniment. For more information about preparing your score for the SmartMusic Studio, see To prepare a file for SmartMusic Studio.

Note: SmartMusic Public files require a subscription to SmartMusic Studio 7.0 to open.
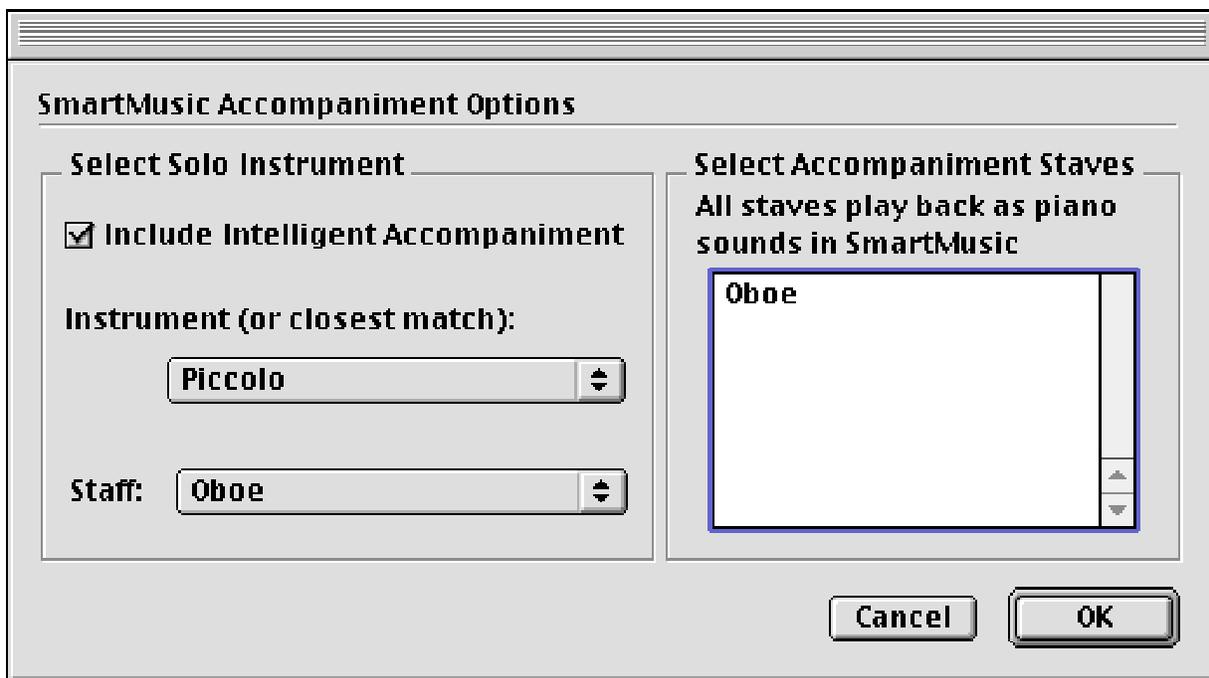
- **Select Solo Instrument: Include Intelligent Accompaniment.** Check the Include Intelligent Accompaniment box to create a SmartMusic accompaniment file that will follow a particular melodic line. If this option is unchecked, a SmartMusic accompaniment file will be created without the following capability. When Include Intelligent Accompaniment is unchecked, No Melody Instrument will appear in the Instrument popup menu. You can choose an Instrument instead of No Melody Instrument for non-Intelligent Accompaniment files; the selected Instrument and Staff will be used only for playing the Solo track and not for following.

- **Select Solo Instrument: Instrument • Staff.** These settings allow you to designate a specific staff as the solo instrument that the Intelligent Accompaniment will follow. The selected staff will also playback when Hear Solo Line is active in SmartMusic. Select the type of instrument and staff from the Instrument and Staff popup menus.

  The selected Instrument tells SmartMusic Studio what the intended instrumentation is, particularly important for transposing instruments. If the musician plays a different instrument, they will be able to select a different instrument and the solo line will automatically be transposed to the appropriate transposition.

  The selected Staff tells SmartMusic Studio which staff or track to use for "matching" against the musician's performance.

- **Select Accompaniment Staves.** These settings allow you to designate staves to be combined into a piano accompaniment. All staves will play back with a piano sound, regardless of the sounds assigned in the Instrument List. Note that percussion staves should be excluded.

- **OK • Cancel.** Click OK to use the information entered. Give the file a name in the Save As dialog box and click Save. For more information about preparing your score for the SmartMusic Studio, see TO PREPARE A FILE FOR SMARTMUSIC STUDIO.

# Web Page Options dialog box

### How to get there
From the File Menu, choose Save As Web Page.

### What it does
PrintMusic! supplies a quick, convenient way to turn your score into web page. Based on your choices in this dialog box, PrintMusic! will create a web page which will allow or disallow certain actions. If you want people to be able to preview your score, but buy the sheet music, you may wish to disallow printing or saving. Anyone who wishes to view this file will need the free Smart-Music Viewer plug-in to be used with an Internet browser. For tips on how to prepare a file for the Viewer, see INTERNET.

- **Viewer will allow: Transposition • Scrolling • Viewing Multiple Pages • Save • Printing •
  Playback.** Check the Transposition box to allow users to transpose your file in the
  SmartMusic Viewer. Check the Scrolling box to show the scroll bars in the Viewer and allow
  users to scroll around the page. Check the Viewing Multiple Pages to allow users to view past
  the first page of the file. If you disable Scrolling or Viewing Multiple Pages, then playback
  will not scroll with the music.Check the Save box to allow users to save a copy of your file to
  their local machine. Check the Printing box to allow users to print a copy of your file. Check
  the Playback box to allow users to playback the file.

- **Designate a Solo Instrument Staff: Staff • Instrument.** These settings allow you to desig-
  nate a specific staff as a solo instrument to provide for transposing the solo line only in the
  Viewer. For example, if you have a piece written for piano and clarinet, but the person viewing
  and printing the file plays oboe, they can change the transposition of the solo line, while keep-
  ing the entire piece in the same key.

  Select the Designate a Solo Instrument Staff to enable the feature. Select the staff and type of
  instrument from the Staff and Instrument popup menu.

- **OK • Cancel.** Click OK to use the information entered. PrintMusic! will ask to save your cur-
  rent document, if needed, and save an HTML document with the same name in your selected
  directory. Both the notation file and the HTML document must be placed on the website.
  Click Cancel to return to the score and not create a web page.

# Internet

## To create a web page with the Save As Web Page command

- **Carefully prepare the file, completing all changes that might affect layout or playback.**
  For example, you may wish to do a final Update Layout. Instead of disallowing Viewing Multiple Pages in the Web Page Options, you may find it easier to create a copy of your score with only the first page of music. Please note that the Display Colors will appear as black and white in the SmartMusic Viewer. For more information, see PAGE LAYOUT.

  You may wish to double-check the settings in the Playback Controls. Also, check for properly functioning repeats. For more information, see PLAYBACK CONTROLS.

- **Check the file for any unusual fonts.** Note that fonts are not embedded. In order for the user of the SmartMusic Viewer to see your file exactly as you do, they must have the same music fonts AND text fonts on their system. The SmartMusic Viewer includes the Maestro music font. Files containing the Maestro music font and common text fonts will appear the same for all users of the SmartMusic Viewer. Files containing other Coda music fonts may require users of the SmartMusic Viewer to download additional fonts from the Coda website. Files containing obscure text or music fonts can result in font substitution and unexpected results. For more information, see FONTS.

- **Check the file for potential collisions after transposition.** If you allow the SmartMusic Viewer user to transpose the solo line, note-attached items, such as articulations, will move with the transposed notes. Measure-attached items, such as lyrics, chord symbols, fretboards, repeats and measure-attached text blocks, will not move with the transposed notes and may result in collisions.

  You may wish to post more than one version of the file. For example, you could have a high voice file and a low voice file. Lyrics, chord symbols and repeats could be positioned appropriately to avoid most collisions in those ranges.

- **From the File Menu, choose Save.** PrintMusic! saves the notation file.

- **From the File Menu, choose Save As Web Page.** PrintMusic! will ask to save your notation (or .MUS) file. You may change the directory if you wish.

- **Click Save.** PrintMusic! will save the notation file and an HTML document (web page) with the same name in your selected directory.

  You may now place *both* files on your website. Because the HTML document references the notation file, both files are needed in order for the web page to display properly.

  PrintMusic! references the default.htm file when you save a web page. If desired, you may edit the default.htm file to make your SmartMusic Viewer pages more closely match the look of your website. For more information about editing HTML, please see your local bookstore or library.

## To place files on the Finale Showcase website

- **See the instructions above to prepare a notation file.**

- **From the File Menu, choose Post at Finale Showcase.** PrintMusic! opens your browser to the Finale Showcase website.

- **Follow the instructions on the website.**

# Import dialog box

### How to get there
From the File Menu, choose Import.

### What it does
PrintMusic! can import several file types into Coda Notation Files, such as Encore, Rhapsody, MIDIScan and SmartScore. For information about importing MIDI files, see MIDI FILES.

*Open File* dialog box showing "Doug's Encore Files" with file listing:

| Name | Date Modified |
| --- | --- |
| ALICE IN WONDERLAND | 10/16/1990 |
| Blue Moon | 01/24/1991 |
| Blue Moon/VJ III | 01/22/1991 |
| Converted to 3.0 | Yesterday |
| converted to 4.0 | Yesterday |
| EVEN MORE BLUES | 10/08/1990 |
| FIRST LIGHT | 10/15/1990 |
| From This Moment On | 12/11/1990 |
| GEORGE'S D. RHYTHM | 08/29/1990 |
| George's Dilemma | 01/24/1991 |
| George's Dilemma-tenor | 08/29/1990 |
| George's Dilemma-trpt | 08/29/1990 |
| Goodbye | 01/06/1991 |
| HARVEST | Yesterday |
| little sunflower | 10/11/1990 |
| Morning | 10/11/1990 |

Pop-up menu options:
**Encore File**
**Rhapsody File**
**MidiScan Files**
**SmartScore Files**

Show: ✓ **All Readable Files**
**All Files**

[Cancel] [Open]
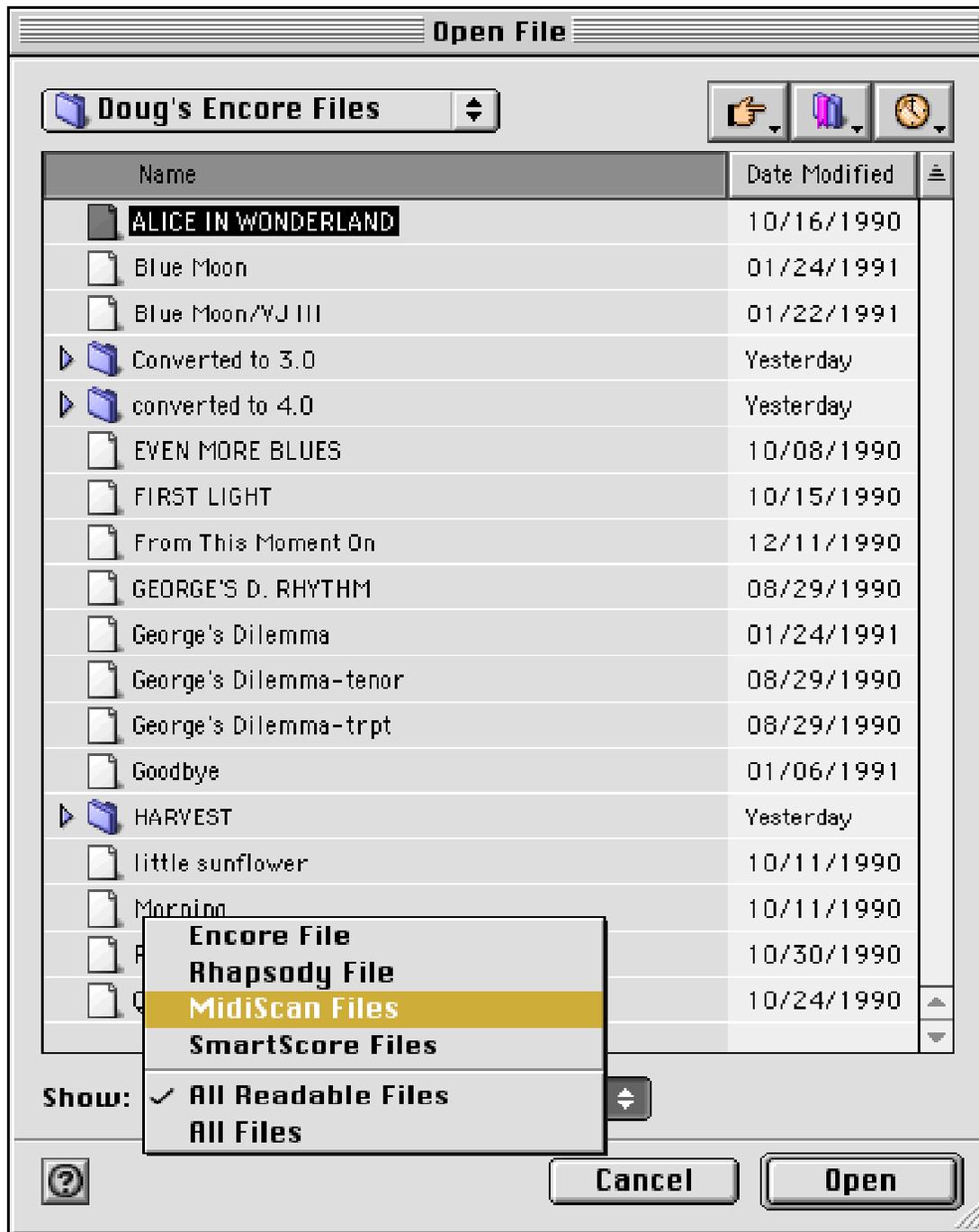
# Encore Conversion

PrintMusic! can convert Encore 3.0 through 4.2.1 files and Rhapsody 1.0 files regardless of which platform they were created on. PrintMusic! will convert most items in your Encore file. The simpler the Encore file the less conversion issues you will have. If your file is more involved, it will take more time to convert and you may have more conversion issues. More information on the items PrintMusic! will not convert, or modifies upon conversion is given in this section.

## Spacing

PrintMusic! will maintain the system and page placement of your Encore document, but will respace the measures in each system according to PrintMusic!'s Music Spacing. Music Spacing accounts for accidentals, clefs, seconds in different layers and spaces the notes according to engraving standards. Spacing will differ depending whether you are viewing your score in Scroll View or Page View, however, Page View represents the spacing PrintMusic! will use when printing your score. See MUSIC SPACING for more information.

## Stem Direction

PrintMusic! will not maintain Encore's stem direction. PrintMusic! files will be easier to edit without freezing stems in a specific direction. Instead, PrintMusic! places stems according to music engraving standards. To change the stem direction individually use the Speedy Entry Tool (see STEMS–To flip a stem).

## Rests

Rests are not controlled by a global Hide and Show command, but can be hidden individually. Hidden rests are converted from Encore. To show a hidden rest, or hide a note or rest, press O or H when in the Speedy Entry frame. See RESTS (SPEEDY ENTRY).

## MIDI Conversion

Emphasis has been placed on converting display information over MIDI information. MIDI pitch, key velocity and duration are converted, but some MIDI specific items such as MIDI patch indicators have not.

## Layers

PrintMusic! supports 4 layers. PrintMusic! will manually convert the first four layers with notes. If you do not have a large number of marks or text, you could import a MIDI file of the Encore document into PrintMusic!.

## Chord Symbols

PrintMusic! places chords close to the note they are attached to. To globally change the baseline of all chord symbols, choose the Chord tool. Two arrows will appear to the left of the staff system (if you do not see the arrows, choose the Hand Grabber tool and drag the page to the right). Click and drag the left most arrow up to move all chord symbols in the piece.

## Reversed Dal Segno mark

PrintMusic! does not convert a reversed Dal Segno mark.

## Rounded rectangle graphical marks

PrintMusic! does not support a rounded rectangle graphic. These graphics will be imported as normal rectangles.

## Parentheses from Tools palette

PrintMusic! does not support the type of parentheses provided on the Encore Tools palette. Parentheses are available to place around expressions, notes and accidentals using the Expression Tool for expressions, the Articulation Tool for notes, and Speedy Entry for accidentals.

### Additional pedal indicators

PrintMusic! does not convert either type of pedal bracket marks. Stretchable brackets can be cre-
ated with the Smart Shape Tool.

### Bend Tools

PrintMusic! does not convert bend tools.

### Slurs

Slurs converted from Encore will be measure-attached slurs. PrintMusic!'s standard note-attached
slurs are much easier to place, move with the notes even across systems, and allow you to easily
flip slurs over and under the notes. See SLURS fro more details.

PrintMusic! will convert Encore's 3-point slurs into PrintMusic!'s Smart Shape slurs. These slurs
are symmetrical. If you want your slurs to be asymmetrical see SLURS–To move, reshape, or
delete smart shapes.

### Large wavy line

PrintMusic! has one style of wavy line or trill. This is used in conversion regardless of the size of
wavy line specified in Encore.See SMART SHAPE PALETTE.

### Beaming over barlines

PrintMusic! will not convert beams over barlines.

### Cross-staff beaming

PrintMusic! will not convert cross-staff beaming.

# Importing

You can import files from Encore, Rhapsody, MIDISCAN and SmartScore into Finale. You can
import various elements into your PrintMusic! documents from other programs.

### To import Encore or Rhapsody files

PrintMusic! can convert Encore 3.0 through 4.2.1 files and Rhapsody 1.0 files regardless of which
platform was used to create them. PrintMusic! will convert most items in your Encore file. The
simpler the Encore file the less conversion issues you will have. If your file is more involved, it
will take more time to convert and you may have more conversion issues. More information on
the items PrintMusic! will not convert, or modifies upon conversion is given in ENCORE CONVER-
SION.

*   **Click on the File Menu and choose Import.** The Open dialog box appears.

*   **From the Show popup list, choose Encore or Rhapsody file.**

*   **Navigate to your Encore or Rhapsody file and double-click on the file.** Your file is con-
    verted to a new, untitled PrintMusic! file, based on the Encore Import Defaults file.

*   **From the File Menu, choose Save.** Enter the new file name and save it as a Coda Notation
    File.

## To import MIDISCAN or SmartScore files

PrintMusic! can import MIDISCAN 2.5 MND files and SmartScore 1.3.1 FIN files, regardless of which platform was used to create them. PrintMusic! will convert most items from your MIDIS-CAN or SmartScore files. As you compare your results, make sure that you compare PrintMusic!'s output to that of MIDIScan's MND file or SmartScore's ENF file, not the original scanned TIFF file. See SCANNING. For tips on getting the best results from Musitek's MIDISCAN or SmartScore software, see Musitek's website at WWW.MUSITEK.COM.

- **In MIDISCAN or SmartScore, save the file as an MND or FIN file, respectively.**

- **In PrintMusic!, click on the File Menu and choose Import.** The Open dialog box appears.

- **From the Show popup list, choose MIDISCAN or SmartScore file.**

- **Navigate to your FIN or MND file and double-click on the file.** Your scanned file will be converted to a new untitled PrintMusic! file, based on the SmartScore Default file.

- **From the File Menu, choose Save.** Enter the new file name and save it as a Coda Notation File.

## To import a MIDI file

See MIDI FILES.

## To open files from earlier versions of PrintMusic! or other Coda products

- **From the File Menu, choose Open. Navigate to the file. Double-click on the file.** PrintMusic! opens and converts the older version's document with a different name than the original file, keeping the older document as a backup. If you want to save the file using the same name, choose Save As from the File Menu. For files converted from PrintMusic! 2001 or earlier, slurs will not be converted automatically to the new Engraver Slurs. See SMART SHAPE TOOL.

## To transport files across platforms

Simply save the file in the regular PrintMusic! file format. You can transport music, template and MIDI files across platforms. For more tips on transferring files across platforms, see HOW DO I OPEN A WINDOWS PRINTMUSIC! FILE ON MY MACINTOSH? in the Appendix.

# Scanning

PrintMusic! offers a variety of ways for you to scan sheet music and bring the results into Print-Music!. You can bring your scanned files into Musitek's MIDISCAN or SmartScore software, then import the resulting files into PrintMusic!. Or, you could directly open the scanned files in PrintMusic!, using the built-in MIDISCAN technology. The MIDISCAN feature in PrintMusic!, like most music scanning products, doesn't recognize articulation marks, hairpins, double or repeat barlines, or text. It will do 3 accidental types, 3 clefs, 1 voice per staff, 16 staves per page, smallest note value is a 32nd note, maximum of 1 augmentation dot, and a maximum of 1 scanned page at a time.

Because scanning is not a perfect science, you will need to clean up any file after conversion. Depending on the music, some users will find it easier to simply re-enter the music via one of PrintMusic!'s traditional note entry methods: Simple Entry, Speedy Entry, or HyperScribe.

Remember that to take advantage of any of PrintMusic!'s scanning capabilities, you will need to have a properly installed scanner (contact the manufacturer of your scanner if you have questions).

A few tips to remember: the better the original, the better the recognition accuracy. Always place the original squarely on the scanner; hand scanners will produce slanted scans. Always use black and white scanning (often called 1-bit or line art) - MIDISCAN and SmartScore cannot recognize grayscale or color. You may need to experiment with dpi, although 300 works best in most cases. Higher dpi does not always produce higher accuracy. Increasing contrast (25%) may produce higher accuracy, especially for faded or reduced originals.

## To import MIDISCAN or SmartScore files

See To import MIDISCAN or SmartScore files above.

## To prepare a scanned TIFF file

Because scanners and scanning software varies widely, we cannot provide instructions on how to prepare a file for every scanner. When in doubt, see your scanner documentation for details or contact the scanner manufacturer on how to prepare a file with the requirements stated below. Avoid opening the scanned files in PhotoShop or PhotoDeluxe, as this will introduce lightening and other negative factors. Some versions of PhotoDeluxe will also save the file as a uniquely PhotoDeluxe TIFF that MIDISCAN cannot recognize.

Here are some of the common problems and some suggestions for solutions.

Q   When I select my TIFF file in PrintMusic!'s MIDISCAN, I get an error message, "Error - the file type may not be supported," or "cannot load - not black and white." What gives?

A   You *must* prepare a black and white, line art or line drawing or fax (1 bit per pixel) TIFF file. Do not use LZW compression, grey scale or color. Do not use crooked or frayed originals. Do not use scores with more than 16 staves. Some scanning software can be stubborn in its attempts to make decisions for the user and result in a scan file that does not meet the above requirements.

- **For HP Precision Scan:**

1.   Run Precision Scan. Press the "Scan Speed" button. In the Scan Speed window, choose "Faster Scan Speed" and "Best quality Text or B/W drawings/Lower quality Photographs". Click OK.

2.   In the HP Precision Scan Menu, choose Settings, then Preferences. For Auto Detect, uncheck Detect regions on the page.
3.   In the HP Precision Scan window, check "Select parts of page or View page first."

4.   Press the Scan button. When the final scan is finished, the HP Precision Scan window will appear.
5.   In the HP Precision Scan Viewer window, choose Select, Entire Page from the menu.

6.   For Precision Scan, control click on the page. From the contextual menu, choose Change Single Region Type and then select Black and White Drawing. For Precision Scan PRO, click on "Output Type" in the menu bar and select "Black and White."

7.   Press the Accept button and save as a .tif image.
- **For UMAX scanners with a Scan button:**

1. Run the UMAX Vista Scan program.
2. In the top right corner of the window, click on Preferences and select One Button Scan.
3. Under Scan Destination, choose TIFF file type and a convenient location for the resulting file, such as the Desktop.
4. Press the Scan button on the scanner, bypassing the PhotoDeluxe software.

• **For UMAX scanners without a Scan button:**

1. Scan the file, which will open automatically in PhotoDeluxe. PhotoDeluxe will appear to save the file as a TIFF, but as a unique PhotoDeluxe TIFF that MIDISCAN cannot recognize.
2. Open the file in a graphic conversion program, such as the shareware Graphic Converter (www.lemkesoft.de).
3. Resave the file in a "pure" TIFF format.

## To convert scanned files with PrintMusic!'s MIDISCAN

• **Scan one page at 300 dpi (dots per inch), producing a black and white (line art) TIFF file.** See your scanner documentation for details. See TO PREPARE A SCANNED TIFF FILE for tips.

• **In PrintMusic!, click on the File Menu, and choose MIDISCAN.** The Open dialog box appears.

• **Navigate to your TIFF file and double-click on it.** PrintMusic! transcribes the scanned file and opens the new file. If you encounter problems, please double-check the limitations listed above. See also SCANNING in the Troubleshooting chapter.

• **Save the file with a new name.**

• **If the score continues for more pages, import each page, then copy and insert each file into one file.** You can also use this technique to insert scanned music into your own template. See COPYING MUSIC - TO COMBINE TWO FILES.

• **Make any desired edits.** Because scanning is not a perfect science, you will need to proof-read the score and correct for missing notes, ties or dots.

• **Convert slurs to ties, where needed.** MIDISCAN will convert all ties based on context (Are the two slurred notes the same pitch?) but may occasionally guess incorrectly and insert a slur. Although slurs and ties are graphically the same; slurs and ties are different musically. Remove the slurs with the Smart Shape Tools. See TO MOVE, RESHAPE, OR DELETE A NOTE-ATTACHED SLUR. Add the ties with the Simple or Speedy Entry Tools. See SIMPLE ENTRY or SPEEDY ENTRY.

• **In files with more than one staff, fix the key signatures, if needed.** All staves will be set to Independent Key Signatures, which causes the Key Signature Tool to change the key individually for each staff.

# SmartMusic Studio®

SmartMusic Studio is a complete music practice system that features Intelligent Accompaniment®, Coda's patented software that listens to you sing or play into a microphone and follows

your spontaneous tempo changes. You are free to interpret the solo line of the music as you wish, free to project your personality into the music.

PrintMusic! allows you to create your own accompaniments of solos, exercises and warm-ups for use with SmartMusic Studio 7.0. You can save any Coda notation file or MIDI file as a SmartMusic Public accompaniment. Files with a solo line can utilize the Intelligent Accompaniment features. Files without a solo line can be used without the Intelligent Accompaniment features.

Tip: Go to HTTP://WWW.SMARTMUSIC.COM for more repertoire to play in SmartMusic.

Note: SmartMusic Public files require a subscription to SmartMusic Studio 7.0 or higher to open.

## To prepare a file for SmartMusic Studio

A SmartMusic accompaniment file is essentially an enhanced MIDI file. Some of the tips below can help you with preparing the best possible MIDI playback (in PrintMusic! or SmartMusic). Other tips address the unique issues of the SmartMusic enhancements and limitations.

### General tips for MIDI Files

1.  Whenever possible, record all tracks by performing them into PrintMusic! using HyperScribe or a sequencer and avoid step-entering notes. Performing tracks adds human variation to velocities, durations and note placement which creates a more natural sounding accompaniment. Step-entered track data typically sounds mechanical.

2.  If you're importing a MIDI file into PrintMusic!, make sure you save it as MIDI Type 1, so that all of the channels or tracks are separate.
3.  Make sure Play As Recorded is checked in the Options Menu. See OPTIONS MENU.
4.  Check the tempo playback. Save the file as a MIDI file from PrintMusic!, then play it in a MIDI player, such as the QuickTime Player. Many things can affect the tempo in PrintMusic!. Start with the base tempo in the Playback Controls. See PLAYBACK CONTROLS and TEXT EXPRESSION DESIGNER DIALOG BOX.

### Tips for SmartMusic files

1.  Double-check the playback of the file. Save the file as a MIDI file from PrintMusic!, then play it in a MIDI player, such as the QuickTime Player. Listen for correct transpositions, tempos, volumes, and other playback effects.
2.  Check the Instrument List to make sure none of the tracks are muted. See INSTRUMENT LIST.
3.  Remove extra or empty measures at the end of the file.
4.  Tempos should remain within a range of 20-240 beats per minute for best following.

5.  Trills, tremolos and grace notes should be entered in "real-time" to achieve enough irregularity in velocity and note placement to avoid sounding mechanical.
6.  PrintMusic! and SmartMusic understand transposing instruments and will adjust accordingly. If you wish to double-check the sounding or concert pitch, use Display in Concert Pitch in the OPTIONS MENU.

7.  You must have at least 2 staves when saving a SmartMusic Public file from PrintMusic!: one staff for the solo or melody line and one staff for the accompaniment.

## To create a SmartMusic Accompaniment

*   **Prepare a score, following the tips in** TO PREPARE A FILE FOR SMARTMUSIC STUDIO.

*   **Open the notation or MIDI file you wish to convert to SmartMusic Accompaniment.**

- **From the File Menu, choose Save As SmartMusic Accompaniment.** The SmartMusic Accompaniment Options dialog box appears. See <u>SMARTMUSIC ACCOMPANIMENT OPTIONS DIALOG BOX</u> for details.

- **Check the Include Intelligent Accompaniment box.** If you're creating a jazz accompaniment, leave this box unchecked, so that No Melody Instrument appears in the Instrument popup menu. If you do select an instrument without Intelligent Accompaniment, a melody track will be created for playback only, not following.

- **Select an instrument (or the closest match) for the solo instrument from the Instrument popup menu.** The selected Instrument tells SmartMusic Studio what the intended instrumentation is, particularly important for transposing instruments. If the musician plays a different instrument, they will be able to select a different instrument and the solo line will automatically be transposed to the appropriate transposition.

- **Select the staff for the solo instrument.** The selected Staff tells SmartMusic Studio which staff or track to use for "matching" against the musician's performance.

- **Select the Accompaniment Staves.** Click on the staves you want combined into a piano accompaniment. Use command-click to select additional staves. All staves will play back with a piano sound, regardless of the sounds assigned in the Instrument List. Note that percussion staves should be excluded.

- **Click OK.** The Save As dialog box appears.

- **Give the file a name and click Save.** PrintMusic! creates a SmartMusic Public file. The file can only be opened in SmartMusic Studio 7.0 with a valid subscription.

# 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.
- **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.

## 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).**

# Chapter 3: Edit Menu

## Edit Menu

### How to get there

The Edit Menu is one of PrintMusic!'s 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)

- **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.)

- **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 command, 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 Mover Menu, or the Mass Mover up/down arrow trick). For details on these techniques, see Measure layout. If you ever want to delete such measure groups (and restore all measures to their original "floating" status), press shift while selecting Update Layout from the menu.

- **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 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 HyperScribe 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 specify how you want to copy

- **Click the Mass Mover Tool** ⊞**.** The Mass Mover Menu appears.

- **Specify either Copy and Replace or Copy and Insert from the Mass Mover Menu.** The first command means that anything you copy will wipe out, or replace, any music in the target measures. The second means that the copied material will be placed in front of any existing music, pushing it to the right if necessary.

- **Select a region.** Click or drag-enclose any region of music to select it. Add additional measures to the selection by shift-clicking, select an entire staff by clicking to the left of it, or choose Select All from the Edit Menu.

  If Select Partial Measures is checked in the Edit Menu, select any region, large or small, by drag-enclosing it. Double-click to select a full measure, and double-click a second time if you want to include all other staves in your selection.

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

- **Select the music to be copied.** See To specify how you want to copy above and 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).** If you selected Copy and Replace in the Mass Mover Menu, PrintMusic! replaces whatever was in the target measures with a copy (or copies) of the music you originally selected. If you selected Copy and Insert in the Mass Mover Menu, the music is inserted before the target measure(s). 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, 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 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.

  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.

- **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.

## To combine two files

Because copying between files requires using the clipboard, you should be aware of some unique aspects of clipboard copying in PrintMusic!. When you use the clipboard for copying lyrics, Print-Music! tries to avoid overwriting lyrics by placing the pasted lyrics into another verse. You can either drag the verse positioning triangle up or retype into the appropriate verse. See Lyrics.

- **Open the file you want to add music to.** This is now your TARGET document. You may wish to save a backup version of the file.

- **Click the Measure Tool** ▥ **. From the Measure Menu, choose Add.** Add a single blank measure to the end of this score.

- **Open the file you want to copy music from.** This is now your SOURCE document. You may wish to save a backup version of the file.

- **Click the Mass Mover Tool** ▦ **.** The Mass Mover Menu appears.

- **From the Edit Menu, choose Select All.** All of your music should be highlighted.

- **From the Edit Menu, choose Copy.**

- **From the Window Menu, choose your target document.** Your target document moves to the front as the active window**.**

- **Click on the last empty measure to select it.**
- **From the Edit Menu, choose Insert.** Your source document has now been added to the end of your target document.
- **Click on the last empty measure to select it and hit Delete.**

# 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.

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).

## To select the entire document
- **From the Edit Menu, choose Select All (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
- **From the Edit Menu, choose Select Partial Measures, 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 Maestro Font 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; Apply Music Spacing; Fit Music; Move Layers; Add, Insert, or Delete Measures with the Measure Tool; and Alternate Notation with the Staff Tool.

You can apply all other Mass Mover 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, Print-Music! 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.

### 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

* **From the Edit Menu, choose Automatic Music Spacing.** 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 Mover 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:

- **From the Edit Menu, choose Update Layout.** The Music Spacing command is 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.

# Chapter 4: Window Menu

## Window Menu

### How to get there

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

### What it does

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

- **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 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.

- **Tile Windows.** If more than one document window is open on the screen, this command neatly places them side-by-side or one atop the other, subdividing your screen area so that all windows are the same size. The active window is the one in the upper left corner.

- **Stack Windows.** If more than one document window is open on the screen, this command neatly stacks them so that they overlap by a half-inch or so, as though they're a deck of cards being fanned from upper-left to lower-right. Because this arrangement leaves each window's title bar visible, it's easy to jump from one window to another (by clicking any visible part of it). The active window is the one in the lower-right.

- **[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.

# 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.

| | |
|---|---|
| Selection Tool | Zoom Tool |
| Hand Grabber Tool | Staff Tool |
| Clef Tool | Measure Tool |
| Key Signature Tool | Time Signature Tool |
| Simple Entry Tool | Speedy Entry Tool |
| HyperScribe Tool | Tuplet Tool |
| Smart Shape Tool | Expression Tool |
| Articulation Tool | Lyrics Tool |
| Chord Tool | Repeat Tool |
| Mass Mover Tool | Resize Tool |
| Text Tool | Page Layout Tool |
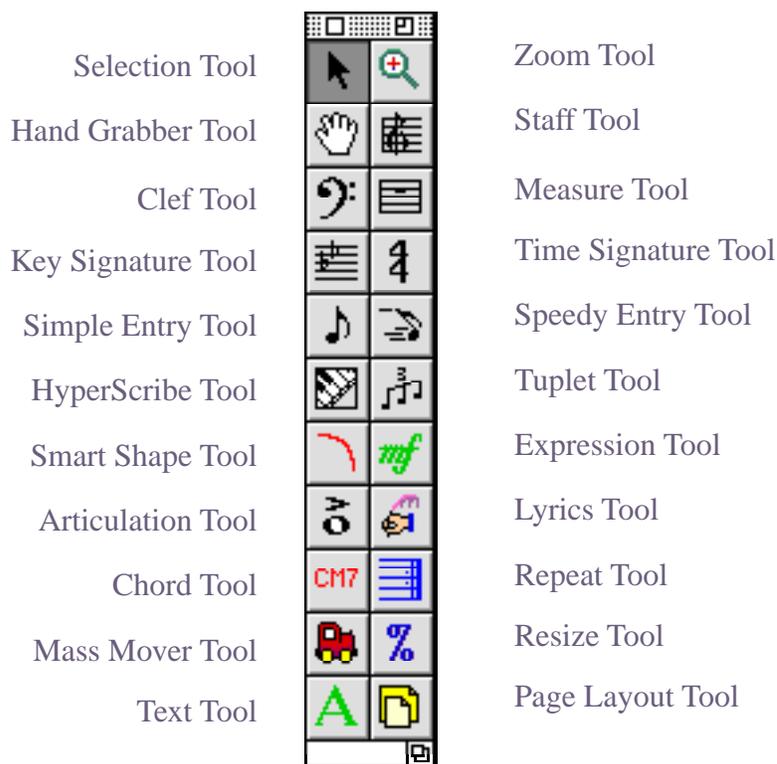
- **[Close box].** Click this small square at the upper-left corner of the palette to close the palette. Once it's hidden, you make the palette reappear by choosing Main Tool Palette from the Window Menu.

- **[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.

# Chapter 5: View Menu

## View Menu

### How to get there

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

### 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.
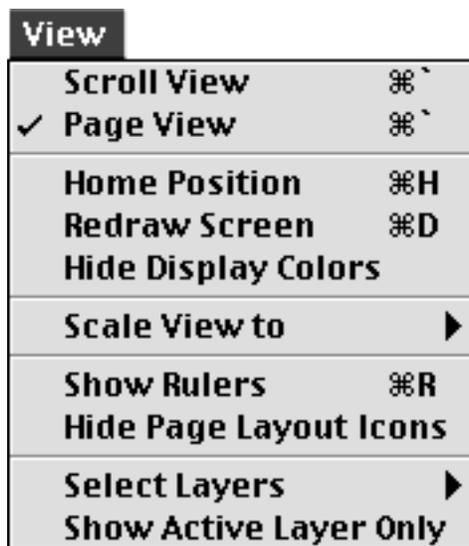
- **Scroll View • Page View.** PrintMusic! offers you the choice of two views of your music: Scroll View, where the music is a continuous horizontal band, and Page View, where the music is laid out like a page of sheet music. Most of PrintMusic!'s tools work equally well in either mode, although you'll 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 Display Colors must be selected (the menu will say Hide Display Colors). See the PRINT DIALOG BOX.

- **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.)

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

  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.

- **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.

- **Show (Hide) Page Layout Icons.** When this item is selected, PrintMusic! displays non-printing icons for systems which have been locked 🔒 or systems where Allow Individual Staff

  Spacing ▤ has been turned on with the Page Layout Tool. The systems are locked when you use the Fit Music command in the Mass Mover or Page Layout Menu and when you move measures using the arrow keys in Mass Mover. See MASS MOVER TOOL, FIT MUSIC DIALOG BOX and PAGE LAYOUT 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.

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

# Scroll View

### 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 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. The Mass Mover tool has some 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.

- **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.

# 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.

# Chapter 6: Options Menu

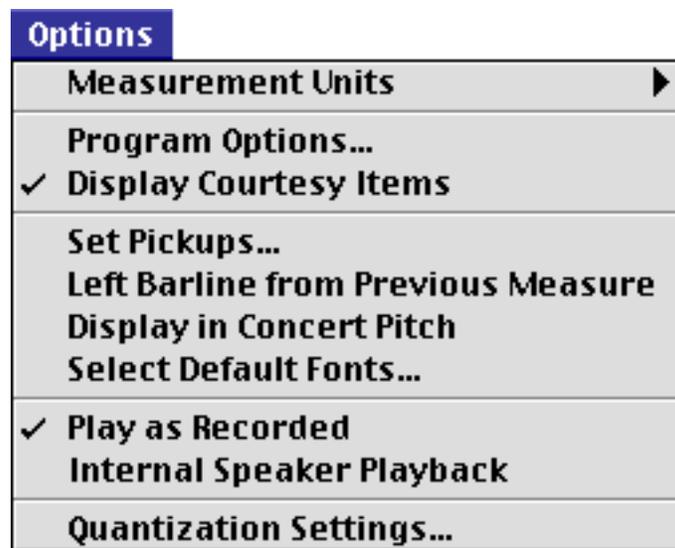## Options Menu

### How to get there

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

### 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.

- **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.

- **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.

- **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.

- **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—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 HyperScribe 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 the smallest beat you will allow for actions such as using the HyperScribe Tool and Importing MIDI Files. See QUANTIZATION SETTINGS DIALOG BOX for more details.

# Program Options dialog box

### How to get there
Choose Program Options from the Options Menu.

### What it does
The Program Options dialog box lets you set the folders for your music, templates and User Manual.
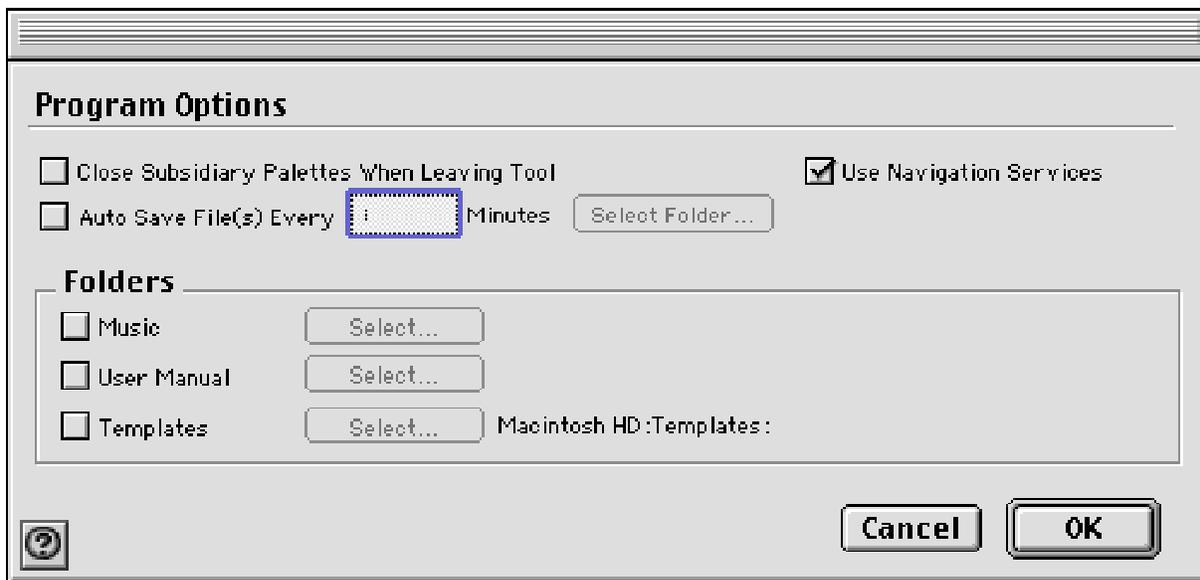
- **Close Subsidiary Palettes When Leaving Tool.** If this item is selected, PrintMusic! will close the Smart Shape Palette (for the Smart Shape Tool) or the Simple Entry Palettes (for the Simple Entry Tool) whenever you change to another tool. If you prefer to leave the palettes displayed, deselect this checkbox.

- **Auto Save File(s) Every ___ Minutes. Select Folder.** 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. To select a new folder, click the Select Folder button.

  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 • User Manual • Template. Select.** You can specify different folders to store your files in. When PrintMusic! saves or opens music files, it looks in the specified folders. Note that PrintMusic! will use the settings from the Maestro Font Default file, if the default file is stored in the music folder. If you do not enter alternate folders for the music files, Print-Music! will store those files in the current folder. To select a new folder, 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.

# 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 automatically add blank "count-off" beats before the pickup itself and adjust the measure numbers. When you add notes to the pickup measure, PrintMusic will space the measure with the specified duration.
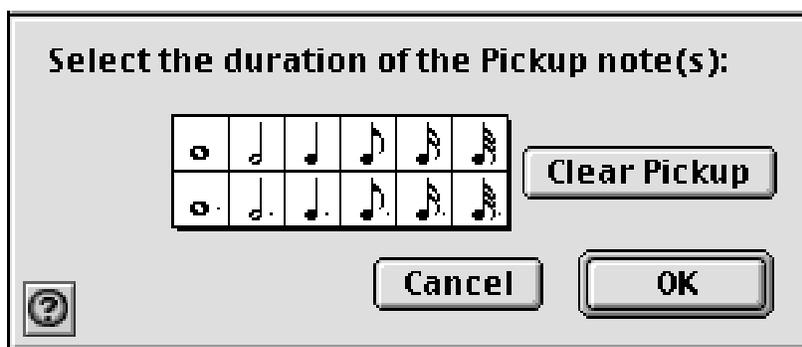
- **[Duration icons].** Click the icon representing the rhythmic value you want to select. You can only select one note icon at a time.

- **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.

- **From the Options Menu, choose Set Pickups.** The Set Pickups dialog box appears.

- **Click the rhythmic value corresponding to the sum of the pickup note or notes.**

- **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** [icon] **, and select the pickup measure.** If you have multiple staves, select the one with the most notes.

- **From the Mass Mover Menu, choose Apply Music Spacing.** PrintMusic! respaces the measure.

- **From the Edit Menu, choose Update Layout.**

# Select Default Fonts dialog box

## 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.
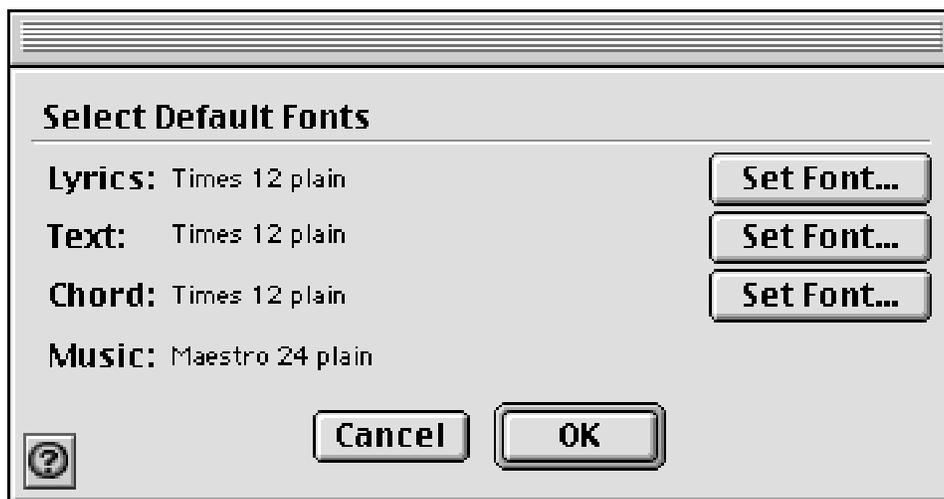


- **Lyrics: Set Font.** Click Set Font to specify the default font, size and style for Lyrics. Current and future lyrics will change to the selected font.

- **Text: Set Font.** Click Set Font to choose the default font, size and style of various text elements. Future text block will use the selected font.

- **Chord: Set Font.** Click Set Font to specify the default font, size and style for Chords. Current and future chords will change to the selected font.

- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to undo, the font changes you've made, and return to the score.

# 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 tuplets.

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.
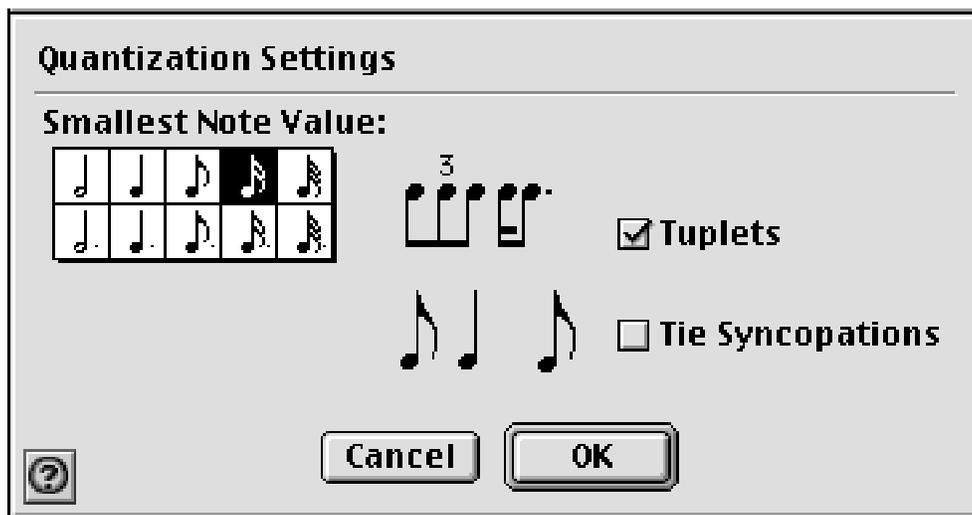
- **Smallest Note Value.** Select the smallest note value you expect to play from the palette displayed. Remember that eighth note triplets are shorter than regular eighth notes. If you want to have triplets for eighth notes, use sixteenth notes as your smallest note value.

- **Tuplets.** This option tells PrintMusic! whether or not there will be triplets (or any other tuplets) in your transcription. You're telling PrintMusic! whether or not to check all small rhythmic values for tuplets.

- **Tie Syncopations.** This option affects the way syncopations are transcribed by the Hyper-Scribe 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.

# 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:
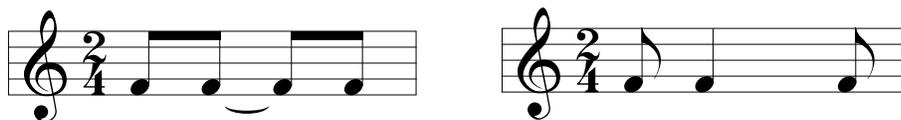
Left: Tied syncopation notation. Right: "Softened" syncopation notation.

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.

# Chapter 7: MIDI Menu

## MIDI Menu

### How to get there

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

### What it does

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

- **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 you're entering them on another.
- **Swing: None • Light • Standard • Heavy.** Select a swing value to apply a swing feel to the current document.
- **MicNotator.** Choose this command to display the MicNotator dialog box, where you can set up options for the MicNotator feature. With MicNotator, PrintMusic! converts the pitch you play in a microphone into a MIDI note when you use Speedy Entry or HyperScribe. See MICNOTATOR DIALOG BOX.

- **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.

# 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 a number of settings pertaining to your MIDI interface setup.

## MIDI Setup

MIDI System  [Apple MIDI Manager  ▾]

Channel          Output Device                 Input Device
1-16      [Output Port 1        ▾]      [Input Port 1        ▾]

[Cancel]   [  OK  ]

## MIDI Setup

MIDI System  [Open Music System  ▾]

Channel          Output Device                 Input Device
1-16      [QuickTime Music      ▾]      [None                ▾]

[OMS MIDI Setup...]

[Cancel]   [  OK  ]

⊙

## MIDI Setup

MIDI System  [FreeMIDI  ▾]

Channel          Output Device                 Input Device
1-16      [Proteus/1            ▾]      [Studio 610          ▾]

[Interface Settings...]              [Edit FreeMIDI Configuration...]

[Cancel]   [  OK  ]

⊙

- **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.

  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.

  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 two 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.
- **Channel: 1-16.** There are 16 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, 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.

- **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 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.

- **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 Channels 1-16.

- **Click OK (or press return).** PrintMusic! saves the settings for the current MIDI system, and returns you to the score.

## To use Open Music System

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.

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.

- **First, thoroughly read the instructions that accompanied your interface before beginning this setup.** You may wish to check the Opcode website at WWW.OPCODE.COM as OMS updates may have been posted after PrintMusic shipped.

- **Insert your PrintMusic 2002 CD-ROM. Double-click on the PrintMusic CD icon, then the folder OMS, then Install OMS.** Follow the instructions on the screen.

- **Double-click on your hard drive, then the Opcode folder, then the OMS Applications folder, then OMS Setup.** The Create a New Device dialog box appears. If it doesn't, click on the File Menu and choose New Studio Setup.

- **Click OK.** The OMS Driver Search dialog box appears. If you're using a USB port, leave the Printer and Modem ports unchecked and click Search. If you're using a serial port, check the appropriate box and click Search. The OMS Driver Setup dialog box appears. You should now have the following items listed: IAC Driver, Studio patches, QuickTime and your interface. If the search does not find your MIDI interface (either by brand name or generic name), call the manufacturer of the interface for help.

- **Click OK.** The OMS MIDI Device Setup dialog box appears next. If OMS has detected keyboards or devices with question marks, put a checkmark by the icon for the port where your device is connected (A=Port 1, B=Port 2).

- **Click OK. Give the setup a unique name and click Save.** With your new setup open, you should see a representation of your MIDI connections.

- **Double-click on any keyboard devices with question marks.** In the MIDI Device Info box, choose the Manufacturer and Model of your keyboard or sound module. If your model isn't listed, choose Other and type in the model in the Name field. Check "Is Controller" and "Is MultiTimbral." All 16 channels should be checked to receive, and the six boxes on the right side need to be unchecked. Make any other changes as needed to match the capabilities of your keyboard. Click OK.

- **From the File Menu, choose Save.**

## Testing the OMS Studio

- **From the Studio Menu, choose Test Studio.** Your cursor will turn into an 8th note.

- **Click on the icon for your keyboard (or MIDI sounding device).** You should hear a sound from your keyboard or module. You've confirmed your MIDI Output works.

- **Play a note on your keyboard.** If your Macintosh has its volume turned up, you should hear, "MIDI received," in a woman's voice. You've confirmed your MIDI input works. If you try this test and don't get the correct results, then for some reason OMS is not set up correctly. Please start again or contact the manufacturer of the interface for further assistance.

- **From the File Menu, choose Quit.**

## Setting up OMS in PrintMusic

- **Start 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.

  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 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.

If you don't see your keyboard or device on the popup menu, but ports ARE listed, try select-
ing 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.

• **First, thoroughly read the instructions that accompanied your interface before begin-
ning this setup.** You may wish to check the MOTU website at WWW.MOTU.COM as FreeMIDI
updates may have been posted after PrintMusic shipped.

• **If you're using Multi-User Mode, make sure you're logged into the appropriate Mode.**

• **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. Double-click the FreeMIDI setup in the FreeMIDI Applications folder on your computer.** If this is the first time you've launched FreeMIDI, the FreeMIDI Preferences dialog box appears. Otherwise, click on the File Menu and choose FreeMIDI Preferences.
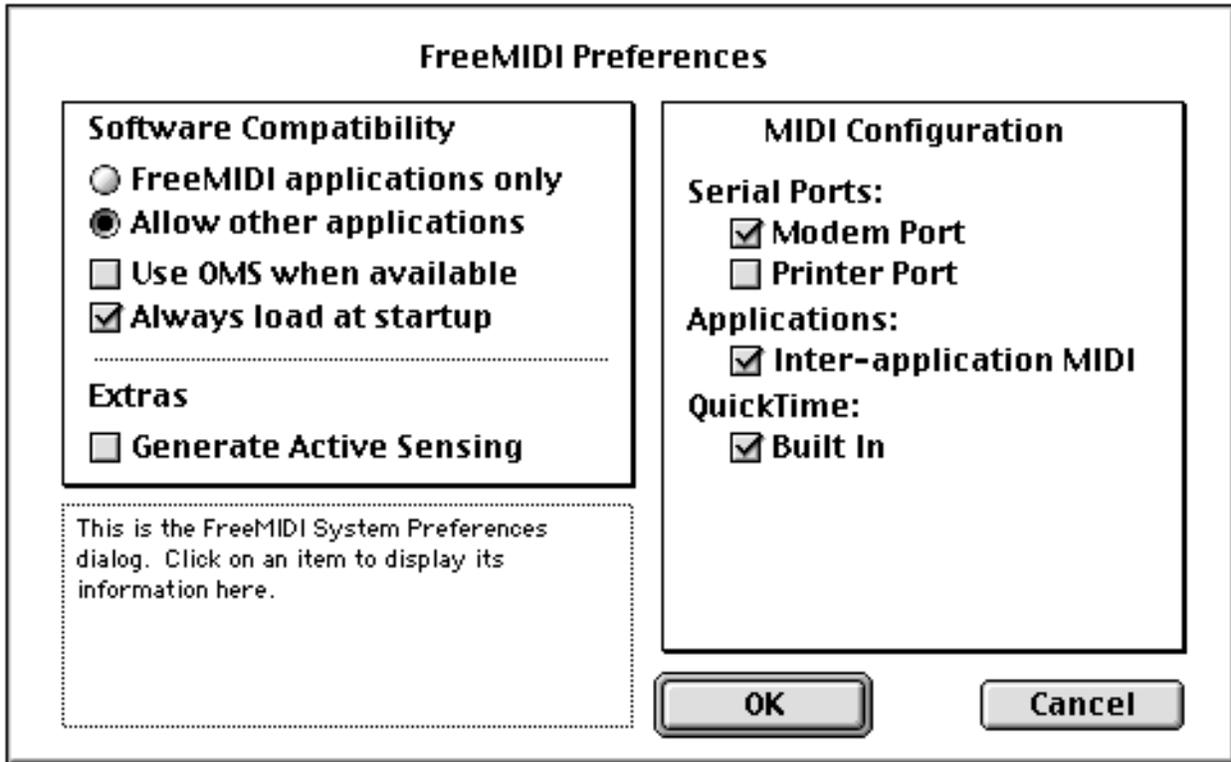
- **In the Software Compatibility section, make sure Allow Other Applications is checked. In the MIDI Configuration section, make sure Inter-application MIDI is checked. Make any other adjustments as desired, then click OK.** If you don't have a FreeMIDI setup, FreeMIDI will begin searching for MIDI Interfaces. Make sure your MIDI Interface is turned on, if needed. If you have a standard (dumb) interface, click OK when prompted. The Quick Setup dialog box appears. If your interface does not show up in the Current Configuration

column, please contact the manufacturer of the interface. 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:
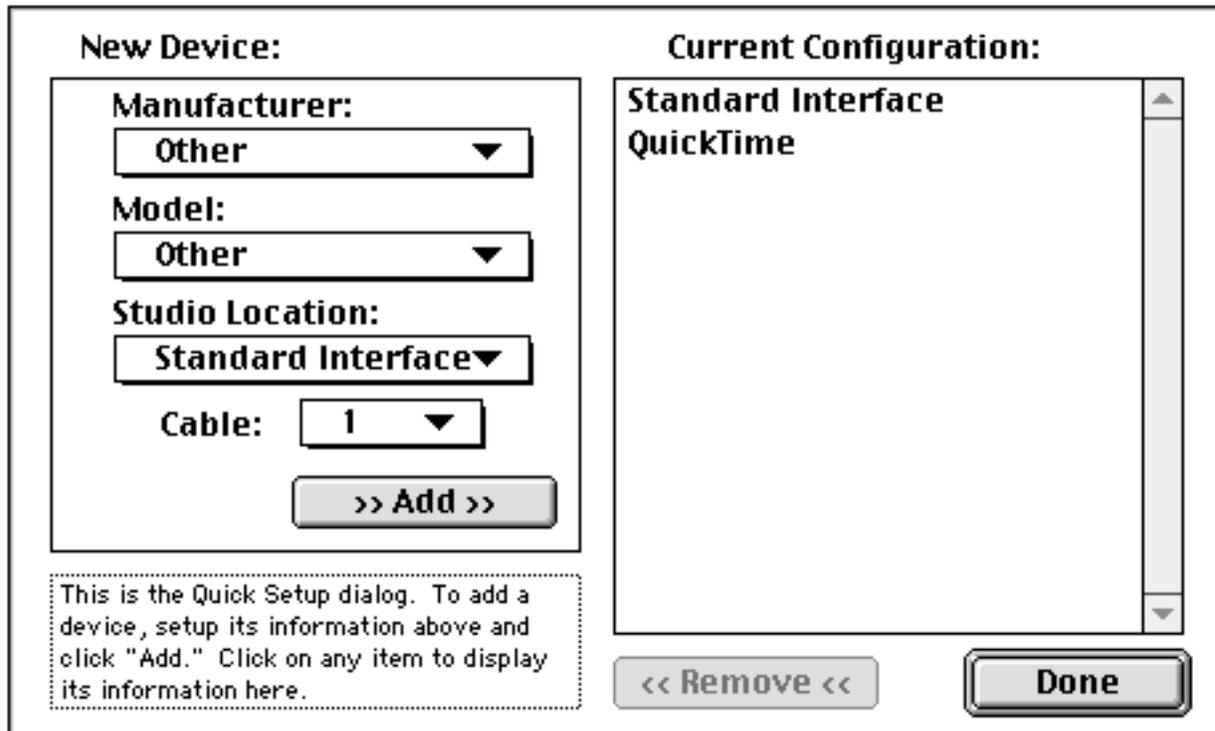
- **Choose the Manufacturer and Model of your keyboard under New Device.** If you have more than one device, choose the device connected to In/Out A on the interface. The Studio Location is your interface, and if the device is connected to In/Out A, choose Cable 1. For In/Out B, choose Cable 2.

- **Click Add.** Your device appears in the Current Configuration column. Repeat the steps to add any additional devices.

- **Click Done.** You should now see a representation of your MIDI connections.

- **From the File Menu, choose Save. Give the file a name and click Save.** Next, we'll test the FreeMIDI configuration.

## Testing the FreeMIDI Configuration

- **From the MIDI Menu, choose Check Connections.** Your cursor will turn into a keyboard icon.

- **Place the cursor over the icon representing your MIDI keyboard (and any other output devices) and click the device.** If the volume on the device is turned up, it should play a chord. You've confirmed your MIDI output works.

- **While watching the interface icon in your FreeMIDI Configuration window, play a note on your keyboard.** The icon should change briefly to a tiny little 8th note. You've confirmed your MIDI input works. If you try this test and don't get the correct results, then for some reason FreeMIDI is not set up correctly. Please start again or contact MOTU for further assistance.

- **From the File Menu, choose Quit.** Your FreeMIDI driver should now be properly configured.

## Setting up FreeMIDI in PrintMusic

- **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.

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

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.

# MicNotator dialog box

## How to get there
From the MIDI Menu, choose MicNotator.

## What it does
This dialog box allows you to set up options for the MicNotator feature. With MicNotator, PrintMusic! converts the pitch you play in a microphone into a MIDI note when you use Speedy Entry or HyperScribe. Check the Enable MicNotator box to use the MicNotator feature in Speedy Entry and HyperScribe. You should use the levels meter to fine-tune your microphone input. For more details, see MICNOTATOR.
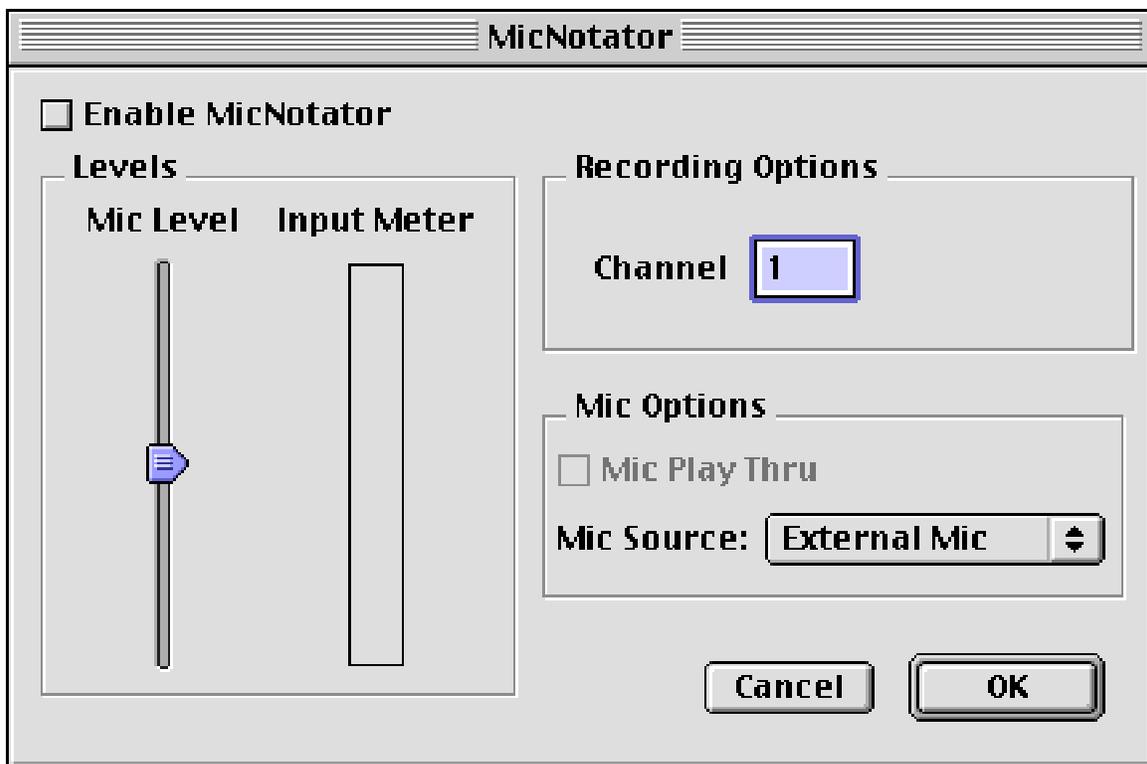
- **Enable MicNotator.** Check this box to use the MicNotator feature to convert pitches recorded through the microphone to MIDI notes that PrintMusic! can transcribe into notation in Speedy Entry or HyperScribe.

- **Levels: Mic Level • Input Meter.** When you play into the microphone, you'll see colored bars in the Input Meter, indicating how loud PrintMusic! heard you. Adjust the Mic Level slider to change your microphone input levels so that your loudest note doesn't hit the red levels. If the levels are too "hot," the distortion will impair MicNotator's pitch recognition.

- **Recording Options: Channel.** Specify your input channel.

- **Mic Options: Mic Source • Mic Play Thru.** Select an input source from popup menu. Check the Mic Thru box to have the microphone play through your speaker. Note: Mic Play Thru is greyed out when unavailable due to a bug in some Mac OS versions. If Mic Play Thru is unavailable with External Mic, try using Sound In as the Mic Source.

- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, your MicNotator settings and return to the score.

# MicNotator

For best results with MicNotator, follow these basic guidelines:

The purpose of MicNotator is to allow users to input notes via a wind instrument instead of a MIDI keyboard. This version of MicNotator is not designed for use with a vocalist (i.e., does not accommodate wide vibrato, glissandi, etc.). When using MicNotator, keep in mind that the desired result is to notate and print the music as you want it, not to record your performance. So think of it more like a typewriter and less like a tape recorder.

## Setting up MicNotator

- **Plug the microphone into your computer. Make sure it is plugged into the Mic In port, not Line In.** If you're using a Mac that does not have a Mic port, you may need a USB to microphone adapter, such as the iMic from Griffin Technology.

- **From the MIDI Menu, choose MicNotator.** The MicNotator dialog box appears.

- **Place a checkmark on Enable MicNotator.**

- **Under Mic Level, use the slider to control the microphone input level.** THE MIC LEVEL IS VERY IMPORTANT TO SUCCESSFUL NOTE ENTRY WITH MIC NOTATOR. For best results, use the small clip-on PrintMusic! microphone available from Coda Customer Service at 1.800.843.2066.To set the mic level, follow these steps:

- **Place the microphone as follows:**

| Instrument | Placement |
|---|---|
| Flute, Piccolo | left side of shirt collar |
| Bassoon, Oboe, English Horn | shirt above the stomach |
| Clarinet, Soprano Sax | shirt above the stomach |
| Alto and Bass Clarinet | music stand |
| Alto, Tenor and Baritone Sax | neck strap |
| All brass | outside of bell |

- **Play your instrument and watch the level lights.**

- **Move the slider next to the level light up or down to obtain the correct input level.** The lights should be green most of the time; red is too high, blue is too low. Occasional red readings are acceptable. To ensure accurate pitch detection, follow the guidelines for mic placement and mic level above.

## Using MicNotator with Speedy Entry

Before you begin, make sure you've set up the MicNotator for your instrument. See SETTING UP MICNOTATOR. You'll need to use the Hands-Free MIDI method (unless you can play one-handed). For more details, see SPEEDY ENTRY.

- **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. A smaller note value, such as an eighth note, works better for later editing.

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

- **Play the notes on your instrument.** 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).

- **Edit the notes for the proper rhythms.** See SPEEDY ENTRY.

## Using MicNotator with HyperScribe

Before you begin, make sure you've set up the MicNotator for your instrument. See SETTING UP MICNOTATOR. For more details about HyperScribe, see RECORDING WITH HYPERSCRIBE.

MicNotator will notate what you play, so your performance should reflect the desired printed results, rather than the desired sound. For instance, if you play eighth notes in a staccato style, they may come out as sixteenth notes rather than eighth notes. So you should play the full duration of all notes. Also, you will experience better results if you input notes at a slow tempo.

Follow the basic guidelines for quantization that you would use with MIDI input. As a general rule, you should quantize to the smallest duration that you will play (i.e., if your smallest duration is an eighth, quantize to the eighth note rather than the sixteenth). The No Tuplets quantization setting produces the best results. Even if you have triplets in your performance, you will have better results using the No Tuplets setting and then editing the triplet measures (using the speedy note tool).

- **Make sure MicNotator is set to a unique input channel.** See MICNOTATOR DIALOG BOX.

- **From the Options Menu, choose Quantization Settings.** The Quantization Settings dialog box appears.

- **Adjust the settings, then click OK.** See QUANTIZATION SETTINGS DIALOG BOX for more information.

- **Click the HyperScribe Tool** .  The HyperScribe Menu appears.

- **From the HyperScribe 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 PLAYBACK – CLICK AND COUNTOFF.

- **Click OK.** You return to the score.

- **From the HyperScribe Menu, choose Record Mode submenu, then Record into One Staff.** MicNotator only supports single pitch instruments.

- **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. 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.

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

# Chapter 13: Step-Time Entry: Simple Entry

## Simple Entry Tool ♪

### 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) and other tools for adding grace notes, sharps, tuplets and so on. (If the Simple Entry Palette doesn't appear, choose its name from the Window Menu.) Using the tools on this 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.

### Special mouse clicks

### Entering Notes or Rests

- **Press any number 0-8 then click on the staff** to enter a 128th note through Double whole note. Press a . (period) to make it a dotted note.

- **Press Shift and any number 0-8 then click on the staff** to enter a 128th rest through Double whole rest. (For Shift-8, you must use the number keypad.) You can also press Enter and 0-8 on the Number Keypad. Press a . (period) to make it a dotted rest.

- **Press 9 and any number 0-8 then click on the staff** to enter a tuplet based on the duration.

- **Press = or T and any number 0-8 then click on the staff** to enter a tied note.

- **Click the Eraser Tool** ⌀ **then click a note, rest, accidental, tuplet, tie or dot** to erase it.

### Selection

- **Option-click the note or rest** to select a note or rest.

- **Option-shift-click a notehead** to add it to the current selection within a chord.

- **Press ← when a note is selected** to move the selection one note or rest to the left. If no note is selected, PrintMusic! will select the last edited note.

- **Press → when a note is selected** to move the selection one note or rest to the right.

- **Press Option-↑ when a note is selected in a chord** to move the selection up a note.

- **Press Option-↓ when a note is selected in a chord** to move the selection down a note.

- **Press Command-A when a note is selected in a chord** to select all notes in the chord.

- **Press Escape or Clear** to clear the selection.

## Accidentals

- **Press S or + when a note is selected** to make the selected note sharp. With no selection, press S or + to select the Sharp Tool.

- **Press F or - when a note is selected** to make the selected note flat. With no selection, press F or - to select the Flat Tool.

- **Press N or * or Shift-8 when a note is selected** to make the selected note natural. With no selection, press N or * or Shift-8 to select the Natural Tool.

- **Press V when a note is selected** to make the selected note double-flat.

- **Press X when a note is selected** to make the selected note double-sharp.

- **Press Shift-F or Enter--(minus) when a note is selected** to lower the selected note by a half step. With no selection, press Shift-F or Enter-- to select the Half Step Down Tool.

- **Press Shift-S or Enter-+(plus) when a note is selected** to raise the selected note by a half step. With no selection, press Shift-S or Enter-+ to select the Half Step Up Tool.

- **Press A when a note is selected** to show or hide a cautionary accidental on the selected note.

## Modify Notes and Rests

- **Press Delete then click on an accidental, tie, dot or tuplet** to erase it.

- **Select a note then press a duration number between 0-8** to change the note or rest value.

- **Select a note then press R** to change a note into a rest.

- **Select a note then press G or /** to toggle the note between grace note and full note.

- **Select a note or rest then press H** to hide the selected note or rest.

## Beams, Stems and Ties

- **Select a note then press T or =** to tie the selected note to the next note. Press Shift-T to tie the selected note to the previous note.

- **Select a note then press B** to break or join the beam on the selected note. Press Shift-B to restore default beaming.

- **Select a beamed note then press M** to create a flat beam.

- **Select a note then press L** to flip the stem of the selected note. Press Shift-L to restore the default stem direction.

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.)

## 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.) You can select one tool in each category, such as one note duration, one accidental, and one tuplet. To clear all other tool selections, double-click on a tool. See also KEYBOARD SHORTCUTS - SIMPLE ENTRY.

Close box

Drag bar

Resize box
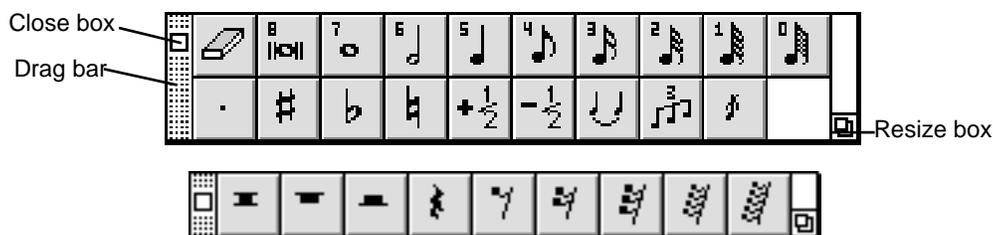
- **[Drag bar].** Drag this gray strip—at the top or left side of the palette—to move the palette.

- **[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: press the appropriate note-value number key then click onto a staff. See SIMPLE ENTRY.

- **[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.

- **[Icons].** Click an icon, then click on a staff to place that note value (or other marking) into the score. Use the Eraser to remove notes or other markings. To move a tool on the palette, shift-drag it on top of another icon. See SIMPLE ENTRY.

# Simple Menu

## How to get there

Click the Simple Entry Tool ♪ .

## What it does

This menu controls the handling of extra notes, selection and playback while using Simple Entry.

**Simple**

✓ **Check for Extra Notes**
✓ **Playback**
✓ **Fill With Rests**
  **Select Notes on Entry**

| **Simple Edit Commands** ▶ | **Up Diatonically** | ↑ |
| **Simple Navigation Commands** ▶ | **Down Diatonically** | ↓ |

| **Double Sharp** | X |
| **Double Flat** | V |
| **Show/Hide Accidental** | A |
| **Parenthesize Accidental** | P |

| **Flip Stem** | L |
| **Default Stem** | ⇧L |

| **Break/Join Beam** | B |
| **Default Beam** | ⇧B |
| **Flat Beam** | M |

| **Show/Hide Entry** | H |
| **Tie To Previous Note** | ⇧T |
| **Note To Rest** | R |
| **Define Tuplet** | ⇧9 |

- **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.

  If you enter too many notes and want to delete them, it's easiest to 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.

- **Playback.** When this item is selected, every time you enter a note, you will hear the new pitch, and any other pitch in the chord, played through your MIDI device. Deselect this item to turn off playback of pitches. This command is linked to the Playback option in the Speedy Menu. If you change the selection here, it will also change in the Speedy Entry Tool and vice versa.

- **Fill With Rests.** When this item is selected, PrintMusic! will add rests to complete the measure whenever you finish working in a measure.

- **Select Notes on Entry.** When this item is selected, you can immediately use keyboard short-cuts to modify the note that was just entered. Please note that you will need to clear the selection before switching tools.

- **Simple Edit Commands submenu.** This submenu lists the Simple 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. In order to use these shortcuts, a note must be selected.

### Simple Edit Commands submenu

| Command | Keyboard Shortcut |
| --- | --- |
| Up Diatonically | Up-Arrow |
| Down Diatonically | Down-Arrow |
| Double Sharp | X |
| Double Flat | V |
| Show/Hide Accidental | A |
| Parenthesize Accidental | P |
| Flip Stem | L |
| Default Stem | Shift-L |
| Break/Join Beam | B |
| Default Beam | Shift-B |
| Flat Beam | M |
| Show/Hide Entry | H |
| Tie to Prev Note | Shift-T |
| Note to Rest | R |
| Define Tuplet | Shift-9 |

- **Simple Navigation Commands submenu.** This submenu lists the Simple 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.

### Simple Navigation Commands submenu

| Command | Keyboard Shortcut |
| --- | --- |
| Select Previous Entry | Left-Arrow |
| Select Next Entry | Right-Arrow |
| Selection Up Note | Option-Up-Arrow |
| Selection Down Note | Option-Down-Arrow |
| Clear Selection | Esc or Backspace |
| Select All Notes in Chord | Command-A |

# Simple Entry Tuplet Definition dialog box

## How to get there

To display the Simple Entry Tuplet Definition dialog box, click the Simple Entry Tool [♪]. On the Simple Entry Tool Palette, click the Simple Tuplet Tool [♫], then shift-click the first note to include in the tuplet group.

## What it does

In this dialog box you can define the rhythmic aspects of a tuplet grouping—the number of eighth notes that are to be played in the time of a quarter note, for example. Use this dialog box to define any tuplet more complicated than a triplet in the current duration. For more complex adjustments to tuplets, see TUPLET TOOL. See also TUPLETS (SIMPLE ENTRY).
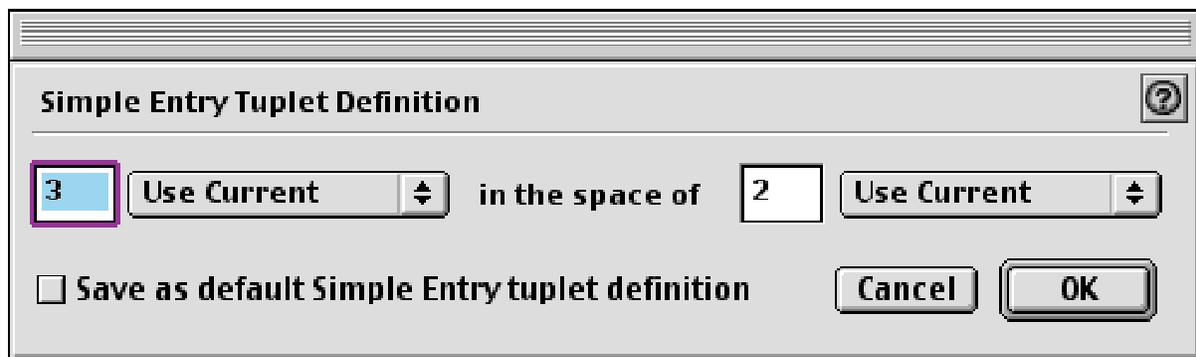
- **__ ____in the space of __ _____ • Half (s) • Dotted Quarter(s) • Quarter(s) (etc.).** Define the rhythmic qualities (temporal definition) of the tuplet by entering numbers in these two text boxes (to specify how many) and selecting the rhythmic-value from the popup menu (to specify "of what value").

- **Save as default Simple Entry tuplet definition.** Check this box to always use the tuplet definition defined above. For example, you could set the Simple Entry Tuplet Definition to 3 Eighths in the space of 2 Eighths and check Save if you wanted to enter a long series of eighth note triplets. This is especially useful if the eighth note triplet sometimes start with a quarter note.

- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, the tuplet appearance you've created. You return to the score.

# 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 Palettes appear. (If they don't, you've probably hidden the palette by clicking its close box. Choose Simple Entry Palette and Simple Entry Rests 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. Click additional tools as needed, such as Sharp, Flat, Grace, Tuplet, Dot or Tie. 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 want to enter a tuplet (a triplet, quintuplet, etc.), click the Tuplet Tool on the Simple Entry Palette and the duration of the tuplet (an eighth note tuplet or a half note tuplet, regardless of the duration of the first note). In any of these instructions, you can press one of the shortcut keys on your keyboard to switch tools instead of clicking an icon. The diagram below also appears on your *Quick Reference Card*.
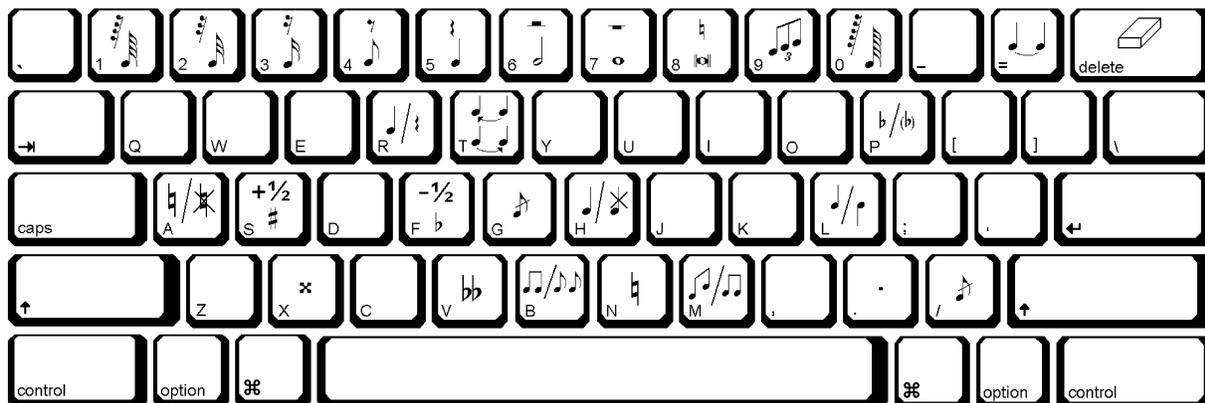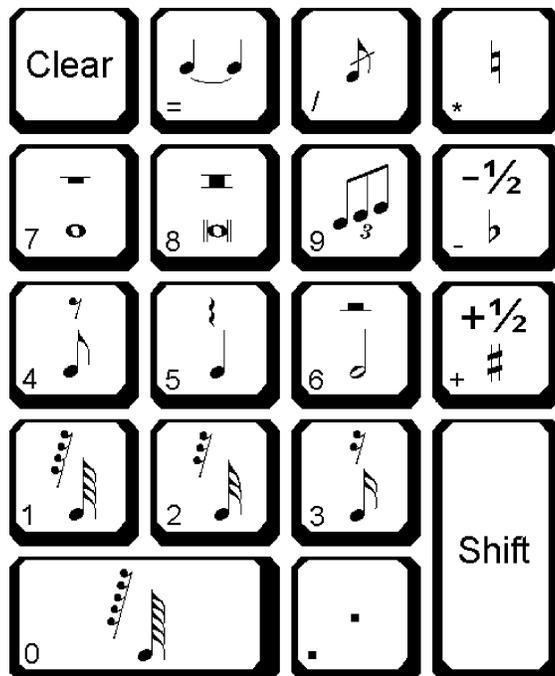
- **To change the rhythmic value of a note, click the icon representing the new value; then click the note.** To change the rhythmic value of a rest, select the desired rhythmic-value icon on the Rests palette, and then click the rest.
- **To change a rest to a note, option-click the note to select it. Type R.** The note turns into a rest.

- **To delete a note, click the Eraser** ⌧ **; then click the note. The note disap-**

  **pears.** If you click on a notehead that's part of a chord, only that note disappears. If you click a rest, it disappears.

- **To move a note vertically, click and drag the note up or down. To move a rest, option-click the rest to select it, then drag it up or down.** If you want to move a whole chord up or down, option-A-click the chord.

- **To hide a note or rest, option-click the note to select it then press the letter H key.** Press the H key again to display the note or rest again.

- **To flip a stem, option-click the note to select it then 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 shift-L.

- **To add a sharp, flat or natural, click the Sharp Tool** ♯ **, Flat Tool** ♭ **, or Natural**

  **Tool** ♮ **; then click the note.** A sharp, flat or natural appears next to the note, if needed by the key signature.

- **To raise or lower a note by a half step, double-click the Half Step Up or Half Step Down icon ( $+\frac{1}{2}$ or $-\frac{1}{2}$ ); then click the note.** The note is raised or lowered a half step. If appropriate for the Key Signature, an accidental will appear or change.

- **To remove any accidentals from a note, click the Eraser Tool 🖉 ; then click the accidental**.

- **To hide an accidental, option-click the note to select it then press the A key.** If no accidental is displayed, the A key forces a courtesy accidental to appear; for parentheses, press the P key. If you've hidden an accidental, press the A key again to display it again.

- **To tie a note to the next one, double-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, double-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 Eraser Tool 🖉 ; then click the dot. All of the dots are removed.

- **To change a note to a grace note, double- click the Grace Note icon ♪ , then click the note.** Click the note again to restore it to full size. Use the slash or G key when the grace note is selected to toggle between grace note and full size.

- **To create or break a beam, option-click the note to select it then press the B 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). Use Shift-B to restore the beaming to the default settings.

- **To flatten a beam, option-click the note to select it then press the M key.** If the beam was angled, it will now be flattened. If the beam was already flattened, the beam will now return to the default angle.

- **To enter a tuplet, click the Simple Tuplet Tool 🎵 and the desired rhythmic duration icon, then click the staff.** For more complicated tuplets, shift-click the staff to display the SIMPLE ENTRY TUPLET DEFINITION DIALOG BOX.

# 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 and drag the rest.**

## To add a rest

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

- **Click the icon representing the desired rest's duration on either the Simple Entry or Simple Entry Rest Palette. For Simple Entry Palette, type shift and the number of the desired rest's duration then click the place where you want the rest to appear. For Simple Entry Rest Palette, click the place where you want the rest.** 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.

## To change a rest's duration

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

- **Click the icon on the Rest Palette representing the desired new duration.**

- **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 on the Simple Entry Palette 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.

## To change a note to a rest

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

- **Option-click the note.** The note is selected.

- **Type R.** The note turns into a rest.

# Accidentals (Simple Entry)

You can add accidentals with the Simple Entry Tool or the Speedy Entry Tool.

## To add a sharped or flatted note

- **Click the Simple Entry Tool** ♪ . The Simple Entry Palettes appear.

- **Click the icon representing the desired note's duration.**

- **Click the Sharp Tool** ♯ **or Flat Tool** ♭ .

- **Click the staff.** A sharped or flatted note appears where you clicked.

### To raise or lower a note

*   **Double-click the Half Step Up Tool** $\boxed{+\frac{1}{2}}$ **or Half Step Down Tool** $\boxed{-\frac{1}{2}}$ **; then click the note.** Use the same technique to add accidentals that raise or lower a note by two half steps (that is, to double-flat or double-sharp a note). You can also use V (double-flat) or X (double-sharp) when the note is selected.

### To add parentheses around accidentals

*   **Click the Simple Entry Tool** $\boxed{♪}$. The Simple Entry Palettes appear.

*   **Option-click the note with an accidental.** The note is selected.

*   **Type P.** To remove the parentheses, type P again.

### To hide or show an accidental

*   **Click the Simple Entry Tool** $\boxed{♪}$. The Simple Entry Palettes appear.

*   **Option-click the note.** The note is selected.

*   **Type A.** To toggle between hiding or showing the accidental, hit A again.

# Tuplets (Simple Entry)

The word tuplet describes a class of irregular note divisions such as triplets, quintuplets, or septuplets. Simple triplets are easy in Simple Entry Tool. If you want to do duplets, septuplets or other tuplets, you'll need the Simple Entry Tuplet Definition dialog box. For more complex tuplets, such as nested tuplets, see the TUPLET TOOL.

Brackets follow the first note in the tuplet or the beam. To edit the bracket, see TO ADJUST, MOVE, OR DELETE A TUPLET in the Tuplet Tool chapter.

### To enter a triplet

*   **Click the Simple Entry Tool** $\boxed{♪}$. The Simple Entry Palettes appear.

*   **Click the icon representing the desired note's duration. Click any accidental tools, if desired.**

*   **Click the Simple Tuplet Tool** $\boxed{♪♪♪}$ **on the Simple Entry Palette.**

*   **Click the staff.** A note appears where you clicked with rests filling out the rest of the triplet. By default, the triplet will use the duration of the first note to define the triplet. If there isn't enough room to create the full tuplet or you click within an already existing tuplet, PrintMusic! will enter a note of the duration you selected.

### To remove a tuplet

*   **Double-click the Simple Tuplet Tool** $\boxed{♪♪♪}$ **on the Simple Entry Palette.**

- **Click on the first note in the tuplet.** The tuplet is removed and the notes are restored to full value. If there is not enough room in the measure for the full value of the tuplet notes, nothing will happen. Remove the extra notes first, then remove the tuplet definition.

## To enter a duplet, septuplet or other tuplet

By default, the triplet will use the duration of the first note to define the triplet. If you want to create an eighth note triplet starting with a quarter note, you'll need to use the below technique.

- **Double-click the Simple Tuplet Tool**  **on the Simple Entry Palette.**

- **Shift-click on the first note in the tuplet.** The Simple Entry Tuplet Definition dialog box appears.

- **Specify the rhythmic composition of the tuplet.** 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 eighth note duplet, you could fill out the values as "2 (eighths) in the space of 3 (eighths)."

- **Click OK.** A note appears where you clicked with rests filling out the rest of the tuplet.

# Beaming (Simple Entry)

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

## To break (or create) a beam

- **Click the Simple Entry Tool**  **.**

- **Option-click the second note of the pair of notes to beam or unbeam. The note is now selected.**

- **Press the B 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 B key again to restore the beam to its previous form.

- **Press the M key to flatten the beam.** If the beam was already flattened, it returns to an angled beam.

# Chapter 14: Step-Time Entry: Speedy Entry

## Speedy Entry Tool ⬚

### 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.

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.

### 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.Use option-number to enter a series of tuplets.

- **Press caps lock and the QWERTY keys** with Use MIDI Keyboard turned off to enter pitches without a MIDI keyboard.

### 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.

### Enharmonics

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

- **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.

### 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 S<small>PEEDY</small> E<small>NTRY</small> 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.

- **Speedy Options.** Use the Speedy Options dialog box to control the size of the frame around a measure while editing with Speedy Entry. See S<small>PEEDY</small> O<small>PTIONS</small>.

- **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.** 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. You'll also hear a note when you enter it in non-MIDI. Deselect this item to turn off playback of pitches.This command is linked to the Playback selection in the Simple Menu. If you change the selection here, it will also change in the Simple Entry Tool.

- **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.

- **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.

### Speedy Edit Commands submenu

| Command | Keyboard Shortcut |
| --- | --- |
| Add Note | enter |
| Delete Note | clear or shift-delete |
| Delete Entry | delete |
| Show/Hide Entry | O |
| Raise Half Step | + (plus) |
| Lower Half Step | – (minus) |
| Show/Hide Accidental | * (asterisk) |
| Freeze/Unfreeze Accidental | option-* (asterisk) |
| Enharmonic | 9 |
| Add/Remove Accidental Parentheses | P |

**Speedy Edit Commands submenu**

| Command | Keyboard Shortcut |
|---|---|
| Flip Stem Direction | L |
| Set Stem Direction to Automatic | option-L |
| Break/Join Beam | / |
| Tie/Untie to Next Note | = |
| Tie/Untie to Prev Note | option = |
| Add Dot | . (period) |
| Grace Note | ; |
| Slash Flagged Grace Note | ` |
| Freeze/Float Rest | * (asterisk) |

- **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.

**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 | ↓ |

# Speedy Options dialog box

## How to get there

Click the Speedy Tool ⬚. From the Speedy Menu, choose Speedy Options.

## What it does

When you click on a measure with the Speedy Entry tool, an editing frame is drawn around the measure clicked. The Speedy Options dialog box allows you to control the size of this editing frame. You can also change other functions of the Speedy Frame in this dialog box.
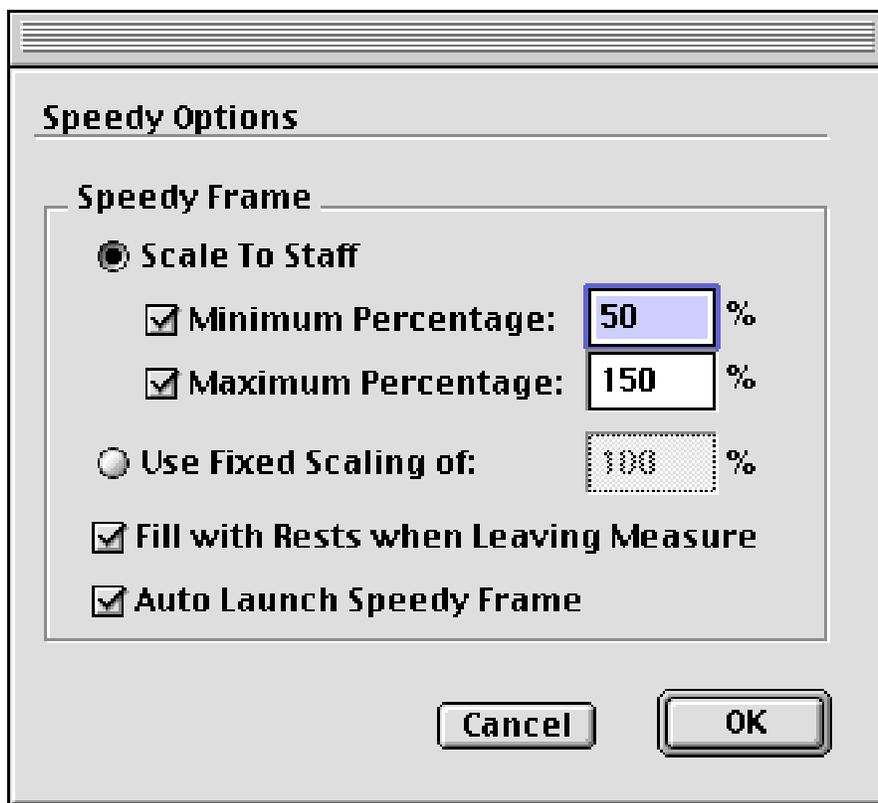
- **Speedy Frame: Scale to Staff • Minimum Percentage • Maximum Percentage.** Select this radio button to adjust the size of the Speedy Frame based on a combination of the view percentage and the size of the staff. Use the Minimum and Maximum text boxes to keep the Speedy Frame within reasonable limits.

- **Speedy Frame: Use Fixed Scaling of.** Select this radio button to set the size of the Speedy Frame to a specific percentage. Enter a percentage of the original staff in the text box. The Speedy Frame will be displayed in the selected percentage.

- **Fill With Rests when Leaving Measure.** Check this box to have PrintMusic! add enough rests to make a full measure upon exiting the measure.

- **Auto Launch Frame.** With this option checked, selecting the Speedy Entry Tool will open a measure for editing. No mouse click is needed.

- **OK • Cancel.** Click OK (or press return) to confirm, or Cancel to discard, your speedy options and return to the score.

# "There are too many beats…" dialog box

## How to get there

Click the Speedy Entry Tool ⟨icon⟩ , 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 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.
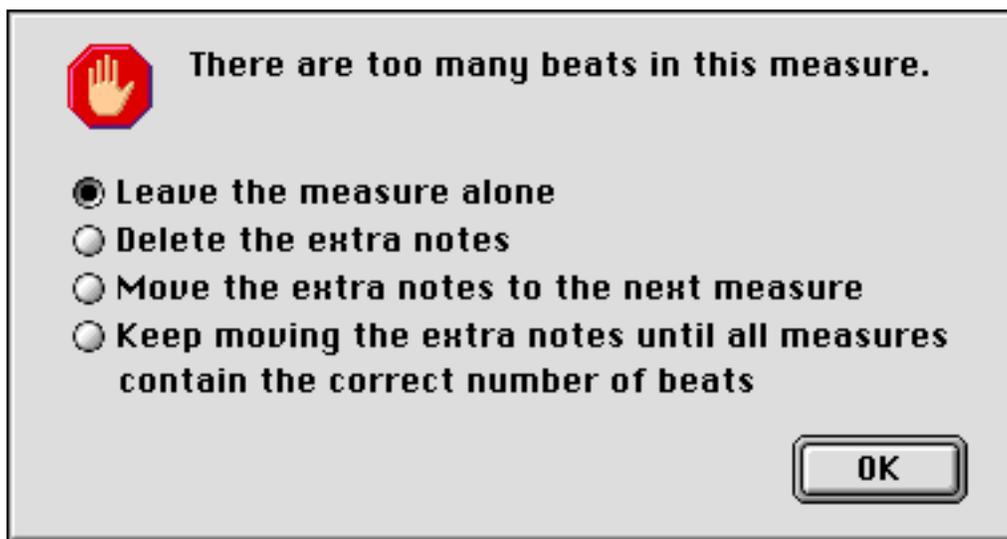


- **Leave the measure alone.** Click this option (or press return) to exit the editing frame, leaving the extra beats where they were. Until you adjust the positions of the notes in the measure, you may see the extra notes "floating over" into the next measure.
- **Delete the extra notes.** Click this 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.** Click OK (or press return) to exit the dialog box—and the Speedy editing frame—and process the extra beats as you specified.

# 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.

SPEEDY ENTRY KEYBOARD COMMANDS

Remove note
from chord
Change note to rest

With Option:
Freeze/unfreeze
accidental

delete
(backspace)
Remove note, rest,
or chord

clear

=
Tie/untie
to next
note

/
Break/join
beam to
previous
note

*
Show/hide
accidental

`
Slash
Grace
note flag

O
Hide/show
note or rest

P
Add or
remove
accidental
( )'s

[
Previous
measure

]
Next
measure

7
𝅝

8
𝅗𝅥

9
Flip
enharmonic

+
Half step
increase

L
Flip stem
With Option:
Unfreeze
stem

;
Grace
note

return
Down a staff
With Shift:
Up a staff

With
Caps Lock:
hands-free
MIDI input

4
♩

5
♩

6
𝅗𝅥

–
Half step
decrease

shift
Insert note (or rest w/MIDI)
Constrain dragging

1
♬

2
♬

3
♪

enter
Add note
to chord
Change
rest
to note

option
With (1-8):
Begin
tuplet

←
Previous
note

→
Next
note

↓ Down
a step
With Shift:
next layer

↑ Up
a step
With Shift:
prev. layer

0
Exit measure and
redraw
Reenter measure

.
Add dot

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.

- **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 change a note to a different note or chord without changing the duration, position the crossbar on the note, hold down the desired note or chord on the MIDI keyboard, and press Enter.**

- **To add or remove a tie, position the cursor on the first note of the tied pair and press the equal sign (=) or T key to add a tie.** If you are adding a tie to a single note of a chord, use the up or down arrows to position the crossbar squarely on the notehead; to tie every note in a chord, position the crossbar on any line or space not containing a notehead. Remove a single tie by pressing the equal sign key again. To tie the previous note or chord, press option-= or option-T.

- **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 note or rest 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 or H key.** Press the O or H 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. Use S to add a sharp, F for a flat and N for a natural.

- **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 (/) or B 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). Use Shift-B to restore beaming to the default settings.

- **To add a dot to a note, position the insertion bar on the note and press .**
**(period) or D.**

- **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.

## 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.Use option-number to enter a series of tuplets.

The number you press appears in the lower-left corner of the editing frame. The tuplet number, if any, appears in the top-right 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). To enter rests, play a three-note cluster, in other words, three notes each a half-step apart.

## 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.

- **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 desire 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.**

- **While holding down Shift, press 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. For non-MIDI, press a number to insert a note, or option-shift and a number to insert a rest.

# Stems

## 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.

- **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.

  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 verti-cally.
- **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 (for non-MIDI, press option, shift and a number key).** A rest appears of the duration corresponding to the number key you pressed, as shown 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 num-ber 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.

- **Press clear (or press shift-delete).** The single note becomes a rest of the same duration. Note: To change a chord to a rest, place the cursor on the stem of the chord.

# 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 or H key.** To show the note or rest again, press O or H 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.

## To fill measures with rests

- **Click the Mass Mover Tool**  , **and select the region of music to fill with rests.** Refer to <span style="color:purple">SELECTING MUSIC</span> for different methods of selecting regions.

- **From the Mass Mover Menu, choose Fill With Rests.** PrintMusic! scans each measure in the selected region, and automatically fills incomplete measures by adding the correct number of rests. (Of course, if Fill With Rests When Leaving Measure is checked in the Speedy Options dialog box, PrintMusic! will automatically fill up any incomplete measure when you exit that measure. See <span style="color:purple">SPEEDY OPTIONS DIALOG BOX</span> for more information.) Note that PrintMusic! does not convert empty measures to measures with actual whole rests.

# Accidentals

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

### To change an accidental to its enharmonic equivalent

See <span style="color:purple">To change a note to its enharmonic equivalent</span>.

### 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.

### 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. See <span style="color:purple">KEYBOARD SHORTCUTS - SPEEDY ENTRY</span> for more accidental shortcuts.

# 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♭ accidentals, the first E in the next measure

often has a courtesy natural attached, even though the E♭ is technically canceled in the new measure.



### 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.)

# 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.)

### 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.

# Dotted notes

See also SIMPLE ENTRY.

## 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.

- **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*.

# Grace notes

## To create a grace note

- **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 B (or the slash (/) key).** Repeat this process for any additional grace notes you want to include in this beam group.

## 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
  ` (accent).** This will place a slash on the grace note.

# 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. Use the method below to override Automatic Music Spacing. To preserve your manual spacing, turn off Automatic Music Spacing in the Edit Menu when you edit this measure.

## 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).

# 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.

- **To drag a rest, click and 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.

- **To hide a note or rest, position the cursor on it and press the letter O or H key.** Press O or H 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).

## 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 Mover 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.

  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).**

# Beaming (Speedy Entry)

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 (/) or B.** 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 or B key again to restore the beam to its previous form.

# Chapter 15: Real-Time Entry: HyperScribe Tool

## HyperScribe Tool 🔲

### What it does

The HyperScribe 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 HyperScribe Menu appears; it contains all the commands you need to describe to PrintMusic! the music you're about to play. See RECORDING WITH HYPERSCRIBE.

### 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 HyperScribe 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.)

## HyperScribe Menu

### How to get there

Click the HyperScribe Tool 🔲 . The HyperScribe 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 HYPERSCRIBE, and *Installation & Tutorials*.

The Record Mode submenu has commands for transcribing a performance into a single staff or two staves.
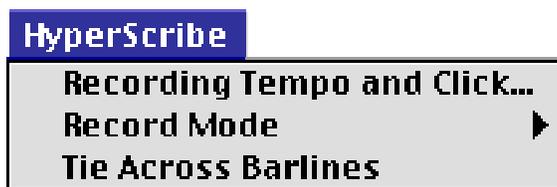
- **Recording Tempo and Click.** Choose Recording Tempo and Click to instruct PrintMusic! to provide a metronome click for the beat. PrintMusic! uses the settings for the metronome click sound and the countoff measures specified in the Click and Countoff dialog box. For details, see CLICK AND COUNTOFF DIALOG BOX and RECORDING TEMPO AND CLICK DIALOG BOX.

- **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.

# Recording Tempo and Click dialog box

## How to get there

Click the HyperScribe Tool . Choose Recording Tempo and Click from the HyperScribe Menu.

## 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.
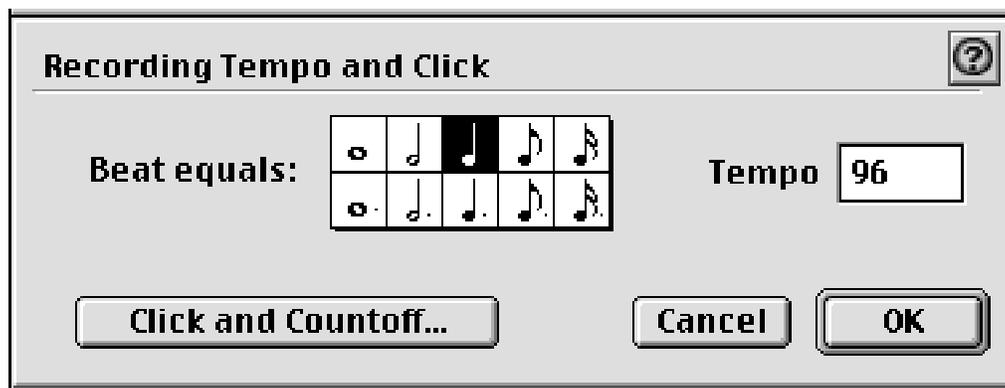


- **Beat equals.** Click the note duration you would like to use for your beat.

- **Tempo.** PrintMusic! will use this tempo for all HyperScribe 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.

# Click and Countoff dialog box

## How to get there

Click the HyperScribe Tool ⬚ . Choose Recording Tempo and Click from the HyperScribe
Menu. Click the Click and Countoff Button.

## What it does

Use the Click and Countoff dialog box to define the countoff click settings and the metronome
click used for HyperScribe 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.
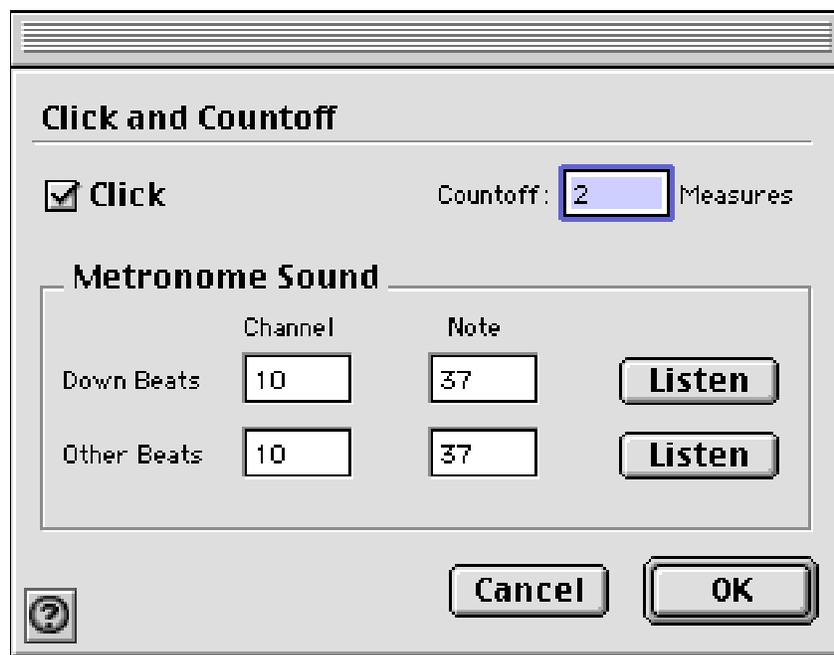
- **Click.** Check this box to have a metronome clicking while you record with HyperScribe.

- **Countoff Measures__.** Enter the number of measures you want PrintMusic! to count off
  before starting to record with HyperScribe. 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 HyperScribe. 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.

### To set up countoff measures and the metronome click

- **Click the HyperScribe Tool** [icon].

- **Choose Recording Tempo and Click from the HyperScribe 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 HyperScribe'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.

# Fixed Split Point dialog box

### How to get there

Click the HyperScribe Tool [icon]. Choose Split into Two Staves from the Record submenu of the HyperScribe 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.
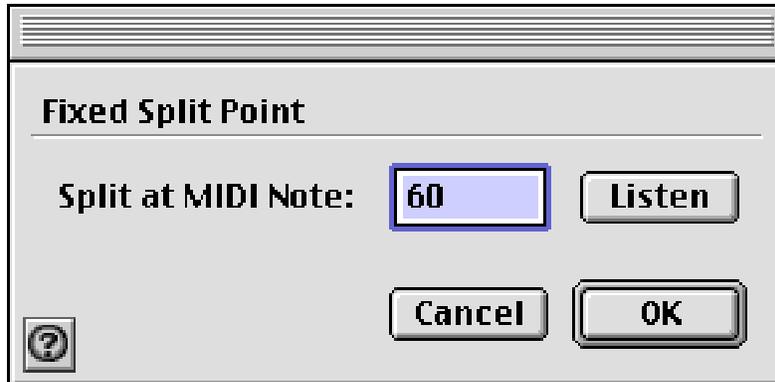
- **Split at MIDI Note:.** In this text box, you identify a MIDI Note below which all music should be split onto the lower (left-hand) staff. This note is determined by the standard MIDI key numbering system, where keys are numbered sequentially from left to right, and middle C is 60. Instead of figuring 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.

# "PrintMusic! is listening" dialog box

## How to get there
Click any Listen button in any MIDI-related dialog box.

## 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.

# Recording with HyperScribe

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

## To record into one or two staves

- **From the Options Menu, choose Quantization Settings.** Adjust the settings, then click OK. See QUANTIZATION SETTINGS DIALOG BOX for more information.

- **Click the HyperScribe Tool** ⬚. **.** The HyperScribe Menu appears. If your music will have ties from one measure to another (across barlines), select (check) Tie Across Barlines in the HyperScribe Menu.

- **From the HyperScribe 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 HyperScribe 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 HyperScribing over an existing passage and accidentally play partway 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. HyperScribe 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 HyperScribe, click the HyperScribe Tool. The HyperScribe Menu appears. See RECORDING WITH HYPERSCRIBE.

- **From the HyperScribe Menu, choose Record, then 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.

- **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).

# Chapter 16: Navigation Tools

## Hand Grabber Tool

### 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 a 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.

### 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.

## 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.

# Zoom in or zoom out

## 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.

## 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.

# Selection Tool ⬚

## What it does

Click on a marking to select it, such as a lyric, slur or articulation. Once selected, you can move, nudge, edit or delete it. For more advanced editing, double-click to switch to the appropriate tool. The Selection Tool works on Measures (Measure Tool), Notes (Simple Entry), Smart Shapes, Expressions, Articulations, Repeats, Lyrics, Chords, Text Blocks, Brackets, Tuplets, Key and Time Signatures, Clefs, and Staff Names.

Tip: The Selection Tool uses font annotation to determine where musical markings are. If you're using a music font not supplied by Coda, you may get inaccurate results.

## Special mouse clicks

- **To switch to the Selection Tool, press Command-Shift-A.**
- **Click to select the item.** If two items overlap, click again to cycle through the overlapping items.
- **Drag a selected item** to move it.
- **Select an item then use the arrow keys** to nudge an item.
- **Select an item and hit clear** to restore default positioning.
- **Click and press delete, or control-click the handle and select Delete** from the contextual menu to remove them.
- **Double-click an item or press return with an item selected** to select the item with the appropriate tool.

## Contextual menus

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

### Articulations

| Menu item | What it does |
| --- | --- |
| Delete | Removes selected articulations |

### Brackets

| Menu item | What it does |
| --- | --- |
| Edit Bracket | Display Bracket Attributes dialog box |
| Delete Bracket | Deletes selected bracket |

### Chord Symbols

| Menu item | What it does |
| --- | --- |
| Delete | Removes selected chord symbols |

### Text Expressions

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

### Key Signatures

| Menu item | What it does |
| --- | --- |
| Edit Key Signature | Display the Key Signature dialog box |

### Measures

| Menu item | What it does |
| --- | --- |
| Edit Measure Attributes | Display Measure Attributes dialog box |
| Insert Measures | Display the Insert Measures dialog box |
| Delete | Delete the selected measure |
| Edit Time Signature | Display the Time Signature dialog box |
| Edit Key Signature | Display the Key Signature dialog box |
| Normal Barline | Change barline for selected measure to Normal barline |
| Double Barline | Change barline for selected measure to Double barline |
| Final Barline | Change barline for selected measure to Final barline |
| Solid Barline | Change barline for selected measure to Solid barline |

# Repeats

| Menu item | What it does |
| --- | --- |
| Edit Repeat Assignment | Display the appropriate Repeat Assignment dialog box |
| Delete | Removes selected repeat |

# Smart Shapes

| Menu item | What it does |
| --- | --- |
| Edit | Displays editing handles on selected smart shape |
| Delete | Removes selected smart shape |
| Make Horizontal | Snaps shape into straight horizontal placement |
| Remove Manual Slur Adjustments | Engraver Slur will return to default values for placement and shape |
| Direction | Choose from Flip, Automatic, Over and Under. Determines the direction of the slur. |

# Staff names

| Menu item | What it does |
| --- | --- |
| Edit Staff Attributes | Display the Staff Attributes dialog box |

# Text blocks

| Menu item | What it does |
| --- | --- |
| Edit | Opens selected text block on-screen |
| Delete | Delete selected text block |

# Time Signatures

| Menu item | What it does |
| --- | --- |
| Edit Time Signature | Display the Time Signature dialog box |
| 2/2 ... 12/8 | Apply this time signature to the selected region (or, if only one measure was highlighted, apply this time signature from here to the end of the piece) |

# Tuplets

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

# Chapter 17: 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 |

# 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.
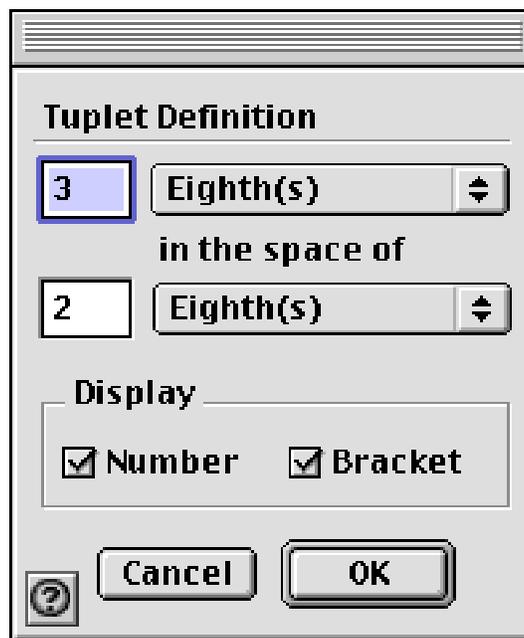


- **__ ____ in the space of __ _____ • Half (s) • Dotted Quarter(s) • Quarter(s) (etc.).** Define the rhythmic qualities (temporal definition) of the tuplet by entering numbers in these two text boxes (to specify how many) and selecting the rhythmic-value from the popup menu (to specify "of what value").

  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.

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

- **Display: Bracket.** Use this checkbox to display the tuplet 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.**
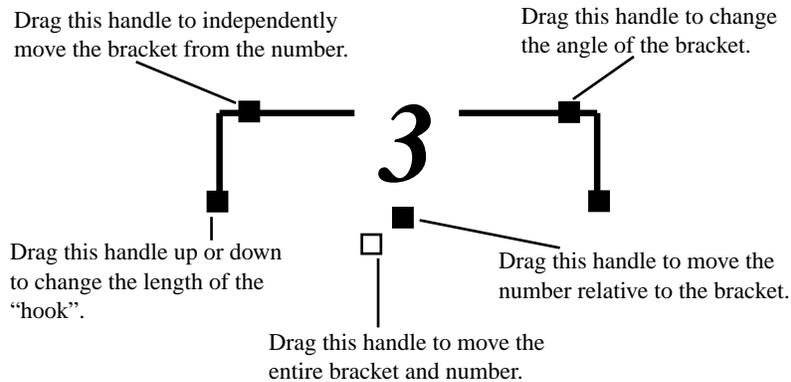
Drag this handle to independently
move the bracket from the number.

Drag this handle to change
the angle of the bracket.

*3*

Drag this handle up or down
to change the length of the
"hook".

Drag this handle to move the
number relative to the bracket.

Drag this handle to move the
entire bracket and number.

## To enter tuplets with the Simple Entry Tool

- **Click the Simple Entry Tool** ♪ **.** The Simple Entry Palettes appear.

- **Click the icon representing the desired note's duration. Click any accidental tools, if desired.**

- **Click the Simple Tuplet Tool** on the Simple Entry Palette.

- **Click the staff.** A note appears where you clicked with rests filling out the rest of the triplet. By default, the triplet will use the duration of the first note to define the triplet. If there isn't enough room to create the full tuplet or you click within an already existing tuplet, PrintMusic! will enter a note of the duration you selected.

## 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.

## 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, HyperScribe, see
RECORDING WITH HYPERSCRIBE. However, you may find these supplementary instructions help-
ful.

- **Choose Quantization Settings from the Options Menu.** These settings are used when
  importing a MIDI file, and transcribing with the HyperScribe Tool.

- **Select your smallest note duration.** If you will be playing nothing smaller than eighth note
  triplets, choose the sixteenth note.

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

- **Select Tuplets.**

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

# Chapter 18: 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 primary handle of a Smart Shape in the score** to select it; this will cause diamond editing handles appear. When these editing handles are visible, you can delete, move, stretch, or reshape the selected Smart Shape.

- **Press the Tab key to select the next secondary handle when a shape is being modified. Hit Esc to stop modifying the shape. Press the Tab key to select the next Smart Shape. Hit Enter to modify the shape.**

- **Press Command-A** to select all Smart Shapes on the page. **Drag-select Smart Shape handles** to select multiple Smart Shapes. **Shift-click** to add a Smart Shape to the selection.

- **Click and drag a diamond editing handle on the tip of the slur** to move the slur's endpoint and attach the slur to a different note.

- **Click and drag a center curve diamond editing handle** to change the slur's arc height. **Shift-click and drag the arc handle** to change the arc height and the angle of the arc.

- **Drag an outer curve diamond editing handle** to make asymmetrical changes to the slur's arc and inset. These two handles control the Bezier curve control points.

- **Press option and drag an outer curve diamond editing handle** for symmetrical changes to the slur's arc and inset.

- **Press option, double-click and drag** to create an inverted bracket with the hook pointing away from the staff instead of toward the staff. It will also change the text for an $8^{va}$ below the staff or an $8^{vb}$ above the staff.

- **Hold down S and double-click and drag from note to note to create a slur.**

- **Hold down < and double-click and drag to create a crescendo.**

- **Hold down > and double-click and drag to create a decrescendo.**

- **Hold down T and double-click and drag to create a trill.**

- **Hold down E and double-click and drag to create a trill extension.**

- **Hold down 8 and double-click and drag to create an 8va or 8vb marking.**

- **Hold down G and double-click and drag from note to note to create a glissando.**

- **Hold down O and double-click and drag to create a double-ended bracket.**

- **Hold down K and double-click and drag to create a single-ended bracket.**

- **Hold down L and double-click and drag to create a solid line.**

- **Hold down D and double-click and drag to create a dashed line.**

## 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.

### Smart Shape handles

| Menu item | What it does |
| --- | --- |
| Edit | Displays editing handles on selected smart shape |
| Delete | Removes selected smart shape |
| Make Horizontal | (Hairpins, Dashed & Solid Lines, and Brackets) Snaps shape into straight horizontal placement. |
| Remove Manual Slur Adjustments | (Slurs only) Slur will return to default values for placement and shape. Frozen engraver slurs will revert to engraver slur behavior. See also MASS MOVER MENU. |
| Shape Direction | (Slurs) Choose from Flip, Automatic, Over and Under. Determines the direction of the slur. See SMARTSHAPE MENU. |

# 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, reshapable 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.

- **[Control-menu box].** Click this white square to hide the palette. (Choosing Smart Shape Palette from the Window Menu – so that the check mark disappears serves the same purpose.)

- **[Drag bar].** Drag the gray strip at the top or left side of the palette to move the palette.

- **[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 octave up (8va) marking in the score; double-click and drag below a staff to enter an octave down (8vb) marking.

- **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.

- **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.

# 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.

**Smart Shape**
**Direction** ▶
Flip    ⌘F
Automatic  ⇧⌘F
Over
✓ Under
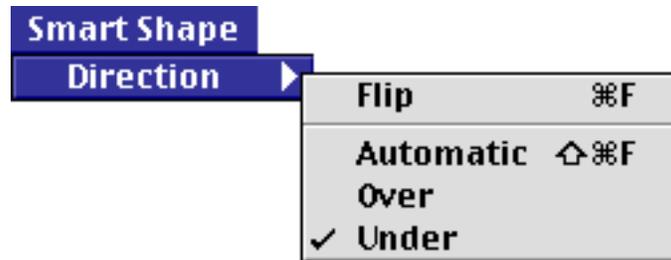
- **Shape Direction: Flip • Automatic • Over • Under.** PrintMusic! makes intelligent decisions about slur direction, based on whether the attached notes are above or below the middle staff line. When you transpose music or change the key, slur directions are automatically changed, without requiring 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.

Engraver slurs are new to PrintMusic! 2002 and automatically reshape the slur to avoid collisions with noteheads, stems, accidentals, beams, and certain articulations. Any new file created in Print-Music! 2002 will use Engraver slurs. Files created in PrintMusic! 2001 or other earlier Coda products will not use Engraver slurs, although you can use the Mass Mover/Remove Manual Slur Adjustments command to convert your old slurs to Engraver slurs. You can also change individual slurs into Engraver slurs with the Smart Shape contextual menu command Remove Manual Slur Adjustments. Please note that some files may use a combination of Engraver and regular slurs.

Any manual edit to an Engraver slur will make it immune to Engraver slur settings. When frozen, Engraver slurs will no longer reshape to changes in the notes. Remove Manual Adjustments in the

contextual menu or Mass Mover Menu will revert the slur to behaving like an Engraver slur or unfreeze the slur.

Note: Unless you're collaborating with a Finale user, you probably will never need to know about Font Annotation files. These files are used to tell the Engraver slurs how big a notehead or articulation is, depending on the font. Font Annotation Files or .FAN files are provided for all Coda fonts. If you're editing a file created in Finale with a non-Coda music font, you'll need to get a FAN file from the Finale user, in order to see good results with Engraver slurs.

See also ENGRAVER SLURS.

## 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 Print-Music! highlights that note, let go of the mouse button. The new slur appears.

  To create a slur spanning only 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.** You can also use the Tab key to select the desired slur, then hit Enter to modify the slur. The slur displays a several diamond handles and a polygon connecting the handles.

Drag this handle to change the arc and inset of the first half of the slur. Option-drag to change the arc symmetrically.

Drag this handle to change the arc and inset of the second half of the slur. Option-drag to change the arc symmetrically.

Drag this handle to change the arc height. Shift-drag this handle to change the arc height asymmetrically.

Drag this handle to move the left endpoint.

Drag this primary handle to move the entire shape or select it.

Drag this handle to move the right endpoint.
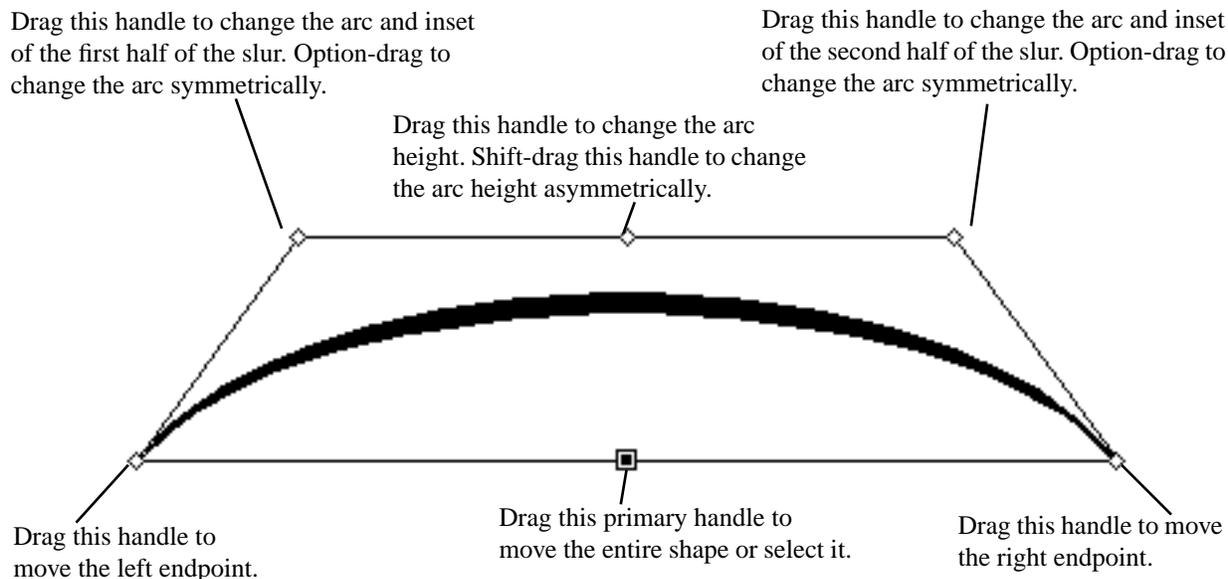
- **To move the slur or change its arc or its end points, drag the appropriate handle.**

  You can modify the slur in a few additional ways if you press shift while dragging: shift-drag an outer curve diamond handle to limit the direction you reshape the slur to one direction. Shift-click an outer curve diamond handle or Bezier control handle and drag it to the right or left to reshape the slur and change the "sharpness" of the slur's inset; dragging away from the center of the slur makes the slur "fatter", and dragging inward makes the slur more "pointed." Shift-click a Bezier control handle and drag it up or down to reshape the arc of the curve.

- **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 sub-menu 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.

# Engraver slurs

Engraver slurs avoid collisions with stems, beams, noteheads, "inside slur" articulations, and accidentals. Engraver slurs will make most of your slurs look perfect the first time, although nothing can completely replace an artistic judgement call from a human!

Font annotation is critical to proper functioning of Engraver slurs. If you're using a Coda font, such as Maestro or Jazz, we've already provided font annotation files. If you're using a third-party font for your music font, you should obtain a font annotation file.

Any manual edit to an Engraver slur will make it immune to Engraver slur settings. When frozen, Engraver slurs will no longer reshape to changes in the notes. To revert the slur to behaving like an Engraver slur or unfreeze the slur, use the Remove Manual Adjustments command in the Mass Mover Menu.

Because Engraver slurs depend heavily on the spacing of notes, they may appear slightly different between Page View and Scroll View. Many factors, such as locked measure systems, cause this difference. We recommend that you make final adjustments to Engraver slurs in Page View, as this is the view that will print.

Engraver slurs are new to PrintMusic! 2002. Any new file created in PrintMusic! 2002 will use Engraver slurs. Files created in PrintMusic! 2001 or other earlier Coda products will not use Engraver slurs, although you can use the Mass Mover/Remove Manual Slur Adjustments command to convert your old slurs to Engraver slurs. You can also change individual slurs into Engraver slurs with the Smart Shape contextual menu command Remove Manual Slur Adjustments. Please note that some files may use a combination of Engraver and regular slurs.

Any manual edit to an Engraver slur will make it immune to Engraver slur settings. When frozen, Engraver slurs will no longer reshape to changes in the notes. Remove Manual Adjustments in the contextual menu or Mass Mover Menu will revert the slur to behaving like an Engraver slur or unfreeze the slur.

### To restore slurs to their default positions or convert old slurs to Engraver slurs

- **Click the Mass Mover Tool.** The Mass Mover Menu appears.

- **Select the desired measures or press Option-A to Select All.**

- **From the Mass Mover Menu, choose Remove Manual Slur Adjustments.** Any editing done on slurs will be deleted, restoring the slurs to their default positions. If the region contained pre-2002 slurs, they will be converted to Engraver slurs which automatically reshape to avoid collisions.

### To edit Engraver slurs

See To MOVE, RESHAPE, OR DELETE SMART SHAPE SLURS.

# 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** $tr$ **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.

# 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** $8^{va}¬$. 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.

## To move or reshape an $8^{va}$ marking

If the marking is already selected, it displays diamond editing handles. 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 diamond editing handles to move the endpoints. Drag the square primary handle 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.

# 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. You could also control-click the handle of the bracket and choose Make Horizontal from the contextual menu after creating the bracket.

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

If the line is already selected, it displays diamond editing handles; 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.**

# 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.

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

## 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 diamond editing handles; 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 handles:

Drag this handle to change the
width of the opening.

Drag this handle to move
the endpoint or change
the angle of the hairpin.

Drag this handle to
move the endpoint.

Drag this handle to move the entire shape.
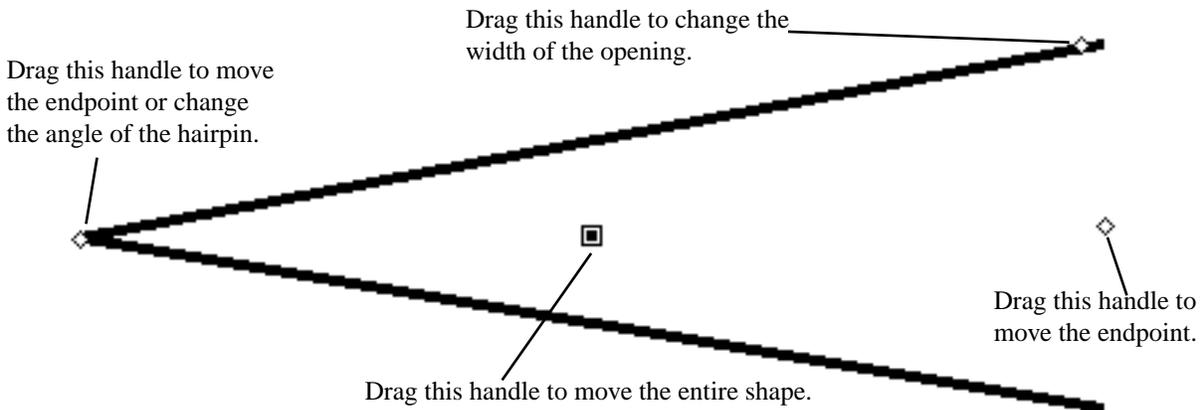
- **Drag the appropriate handle to change the width, angle, or height of the hairpin.** If you do any dragging while pressing shift, the mouse will be "constrained" to horizontal or vertical movements.

- **Press delete to remove the selected shape.**

## To create a Text Expression (such as "cresc." or "decresc.")

You can use any text you want in a Text Expression: "crescendo," "diminuendo," and so on.

- **Click the Expression Tool** $\boxed{\textit{mf}}$ **.**

- **Click on, above, or below the note or measure to which you want to attach the marking.** The Expression Selection dialog box appears. If the crescendo or decrescendo marking already appears in the list, double-click it and click OK (or press return). You return to the score.
- **Click Create.** The Text Expression Designer appears.
- **Type the text for your Text Expression (Crescendo, Diminuendo, etc.).** Click Set Font to choose a type style
- **Click OK (or press return).** The mark will appear in the score.

# Dashed lines

## To draw a Smart Shape dashed line

- **Click the Smart Shape Tool** $\boxed{\frown}$ **.** 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 diamond editing handles. 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.** The line displays diamond editing handles.

* **Drag the right or left diamond editing handles to move its endpoints. Drag the primary square to move it. Press delete to remove it.**

# 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 diamond editing handles.

- **Drag the left or right diamond editing handles to adjust the length and angle of the glissando.** Drag the primary square handle to move the entire 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.

# Chapter 19: 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.

### 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 articulation's handles are visible** to display the Articulation Selection dialog box, from which you can select an additional articulation to attach to the same note.

### 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 |

## 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.

## 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.

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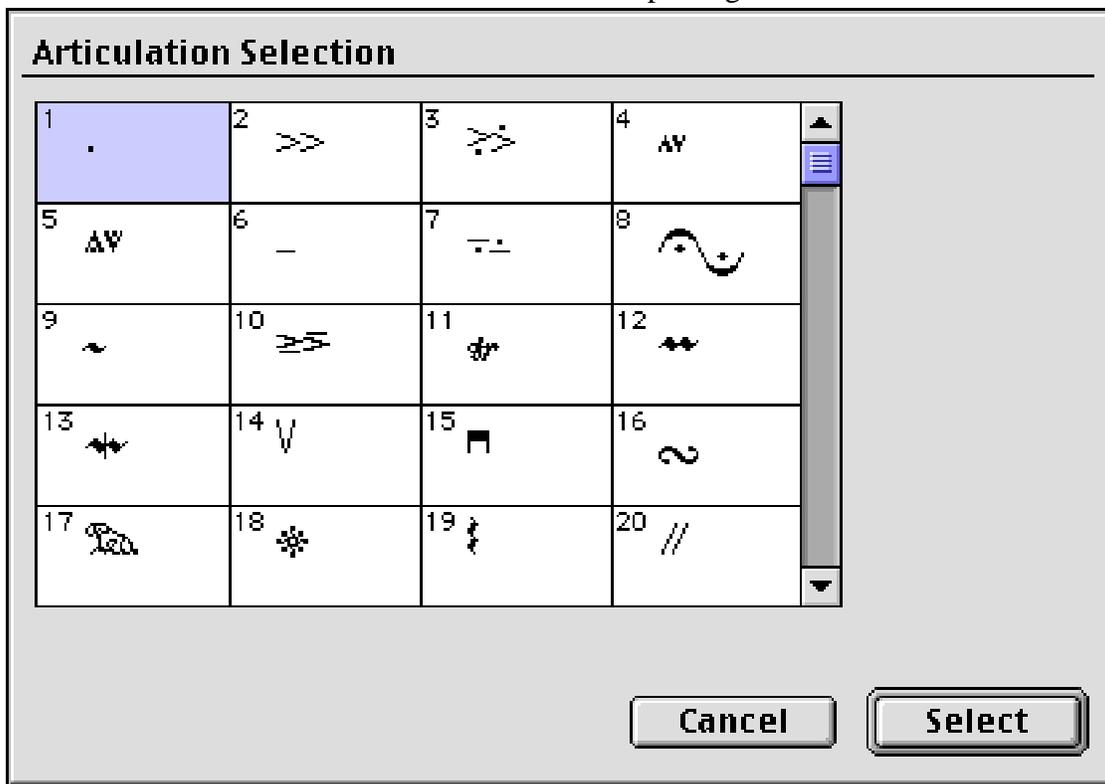
- **Select.** After clicking the symbol you want to apply to the note, click Select. You return to the score, and the marking is attached to the note.

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

# Articulations

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.

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).

## To put one articulation mark in the score

- **Click the Articulation Tool** $\boxed{\overset{>}{\circ}}$ **. 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** $\boxed{\overset{>}{\circ}}$ **. 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** $\boxed{\overset{\square}{\leftrightarrow}}$ **and select a region.** See <span style="font-variant:small-caps">Selecting music</span> for some region-selecting shortcuts.

- **Choose Apply Articulation from the Mass Mover Menu.** The Articulation Selection dialog box appears.

- **Double-click the symbol you want.**

## To remove articulations from every note in a region

- **Click the Articulation Tool** $\boxed{\overset{>}{\circ}}$ **. While pressing delete, drag-select a region of notes.** Any articulations within the drag-selected region will be removed.

## To move or delete an articulation

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

- **Click the Articulation Tool** $\boxed{\overset{>}{\circ}}$ **, 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.**

# Breath marks

In PrintMusic!, a breath mark, or luftpause ('), is an Articulation; see <span style="font-variant:small-caps">Articulations</span>. Hint: If you make a habit of attaching a breath mark to the previous note, you'll always remember where to click in order to see its handle.

# Cesuras

In PrintMusic!, a cesura, or "railroad track" (//), is an Articulation; see . Hint: If you make a habit of attaching a cesura to the note that precedes it, you'll always remember where to click in order to see its handle.

# Fermatas

The fermata, or hold (⌢ or ⌣), is an Articulation. For complete instructions, see . Note that the fermata has been defined to flip upside-down automatically when a stem's direction changes (as a result of a transposition, for example). Articulations with an associated upside-down symbol appear side-by-side in the selection square of the Articulation Selection dialog box.

# Mordents

A mordent is a form of ornament, akin to a turn (or gruppetto), denoted by the symbol (⤳ or ⤵) placed over a note. For complete instructions, see .

# 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 the ⦚ symbol.** 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.**

- **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.**

# Staccato marks

The staccato mark (˙) is an Articulation. For complete instructions, see <span style="font-variant:small-caps">Articulations</span>. Files created in PrintMusic! 2002 will adjust Engraver slurs to place slurs outside of staccato marks.

# Tremolos

A tremolo marking, usually used to indicate either the rapid restriking of a note or a rapid alternation between notes. A tremolo marking is an Articulation. For complete instructions, see <span style="font-variant:small-caps">Articulations</span>.

### To place a tremolo marking ⟋, ⟍, or ⟋

You can place one of these markings on a note stem (for a string tremolo, for example) or above or below a note. You can also place one between two stems to indicate a rapid alternation between the two pitches.
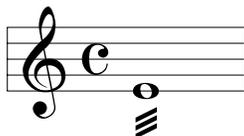
For full instructions, see <span style="font-variant:small-caps">Articulations</span>.

# Harmonics

String harmonics are often notated as a diamond ◇ or small circle ○ above the notes they affect.

String harmonics are articulations. For instructions on placing, moving, and deleting articulations, see <span style="font-variant:small-caps">Articulations</span>.

# Chapter 20: Repeat Tool

# Repeat Tool 🔲

## What it does
Use this tool to create first and second endings, Coda and D.S. symbols.

## 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.

*   **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 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.

## 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.

### Repeat handles

| Menu item | What it does |
| --- | --- |
| Delete | Deletes the selected repeat. |
| Edit Repeat Assignment (for repeats with playback effects only) | Displays the Backward or Ending Repeat Bar Assignment dialog box. |

# 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, double-click.)

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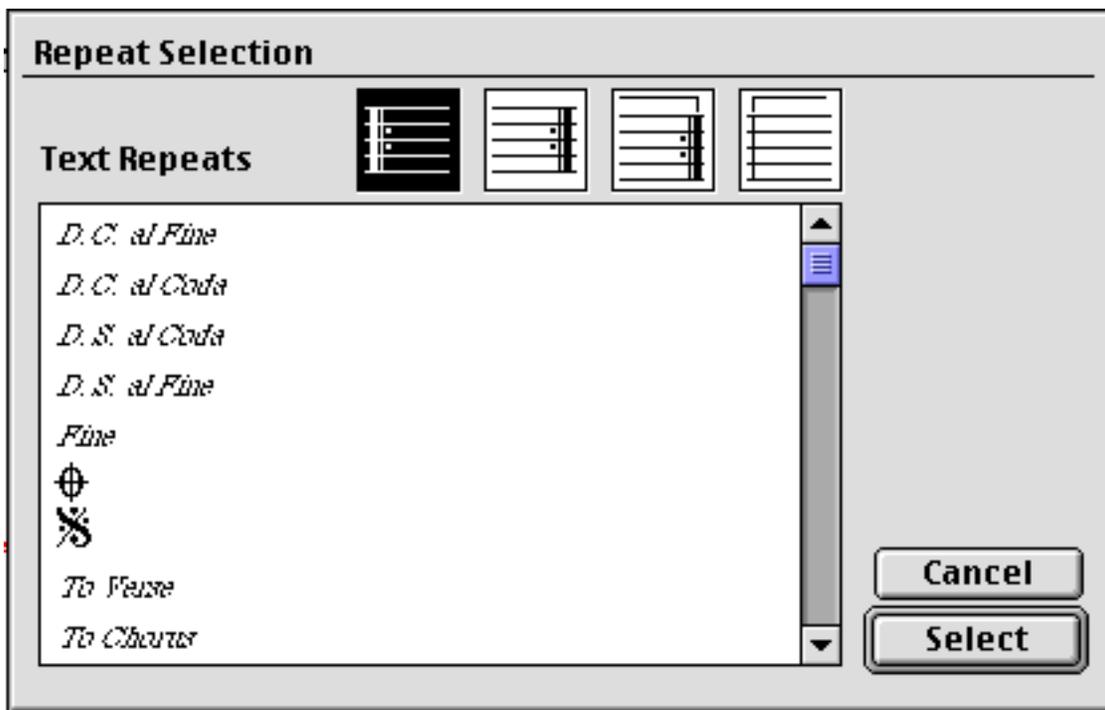
- **[The four graphic repeat icons].** The first icon, the **Forward Repeat**, is a purely graphic repeat barline. Normally, a musician relies upon such a barline to indicate the beginning of the repetition (the target measure). In PrintMusic!, however, this barline type has no playback functions of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

Forward Repeat (Graphic Only)    Backward Repeat (Graphic/Playback)    Backward Repeat with Bracket (Graphic/Playback)    Multiple Ending Repeat (Graphic and Playback)
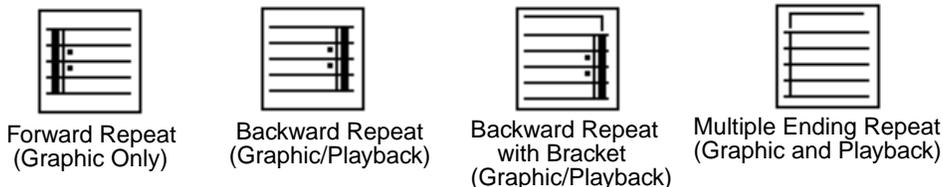
The second icon, the **Backward Repeat**, can have a playback effect assigned to it: in other words, it can operate in the way you'd expect—by directing the playback flow back to an earlier measure. Note, however, that like any of PrintMusic!'s repeats, it doesn't have to direct playback to an earlier 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.
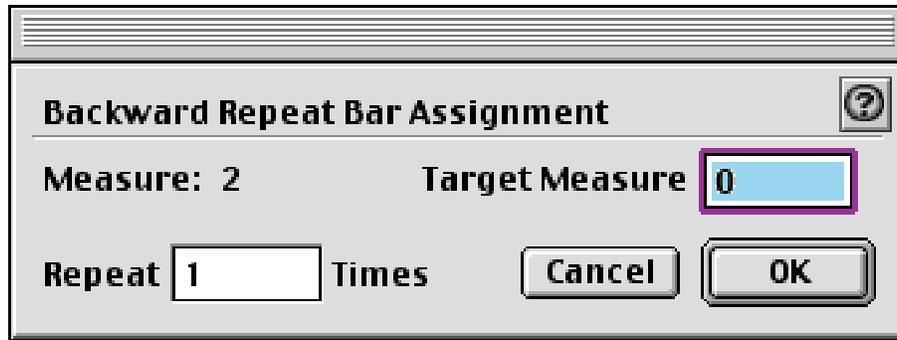
- **Measure: (#).** This indicator specifies the measure in which the repeat barline will appear.

- **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 moving on.

- **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 Print-Music! to ignore any changes you made in this dialog box and return you to the score, and no repeat sign is placed.

# 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.

**Ending Repeat Bar Assignment** ⑦

**Ending Text**

```
|
```

**Target Measure** [ 0 ]    [ Cancel ]    [ **OK** ]
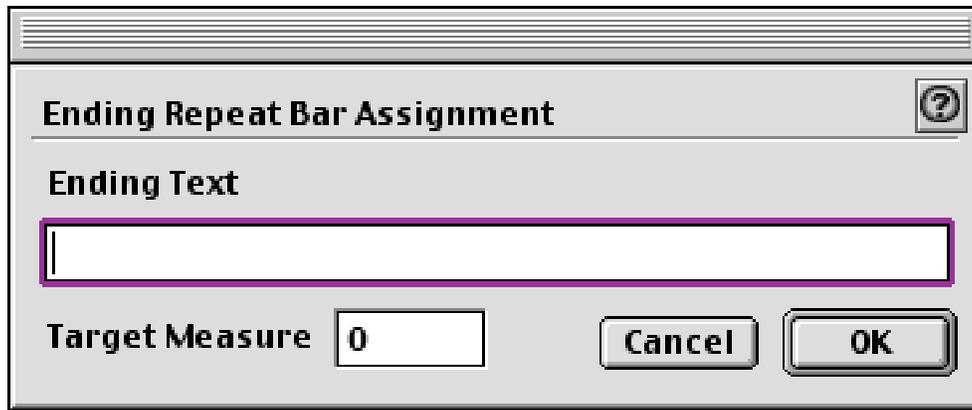
- **Ending Text (Optional).** Any text you enter here will appear under the bracket when the bracket appears in the score. If you don't type anything, PrintMusic! will automatically use the number 1.

- **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.

# 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 BACK-WARD 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**.

- **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.**

  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.

## 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.

## 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.

- **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.**

## 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.

- **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 Endings and Text Repeats. Click OK.**

# First 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.

First repeat barline          Second  repeat barline
(sends playback to beginning)          (sends playback to 2nd ending)
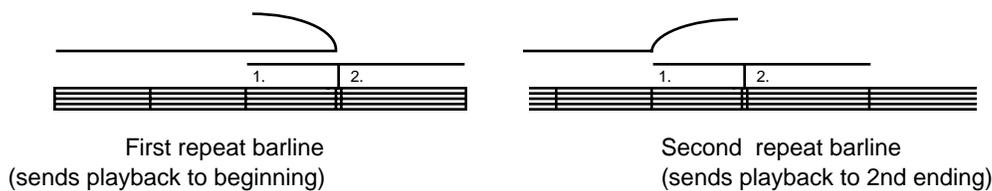
## To create a first ending

- **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).

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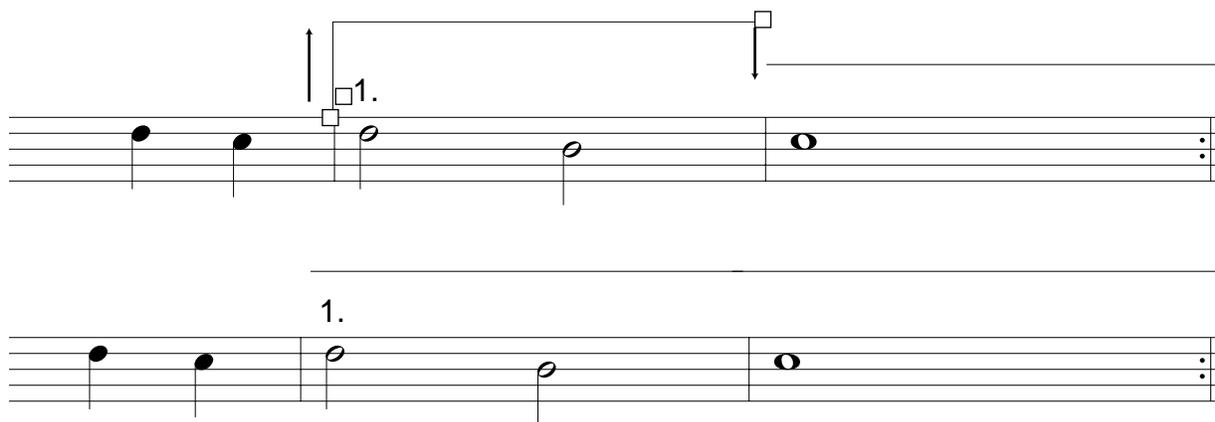
By dragging the handles of the repeat bracket in each measure (top), you can adjust the brackets' heights so that they appear to be a single continuous bracket (bottom). Note that you can eliminate the "hook" of the left repeat bracket by dragging the lowest handle upward. (You may have to adjust the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

# 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.

## 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.
- **Enter the text that is to appear under the bracket.** If this is a *Fine* ending, you 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

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.

## 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 One-Bar Repeat(s). Click OK.** PrintMusic! hides all the music in all layers, and replaces it with these measure repeat marks.

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

# Chapter 21: Expression Tool

# Expression Tool 

### What it does
With this tool, you can create, edit and place text expression markings.

### Special mouse clicks
- **Double-click above, below, or on any measure** to display the Expression Selection dialog box, from which you can select an 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 an expression handle (or select the handle and press return), or control-click the handle and select Edit Text 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).

### 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 Expression handles**

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

# Expression Selection dialog box

### How to get there

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

### What it does
This dialog box displays a palette of any Expressions you've created in your document. It displays a selection of common Text Expressions, such as *Allegro, ritard,* and various dynamic markings. You can select an expression to put in the score, edit an existing one, or create a new one.
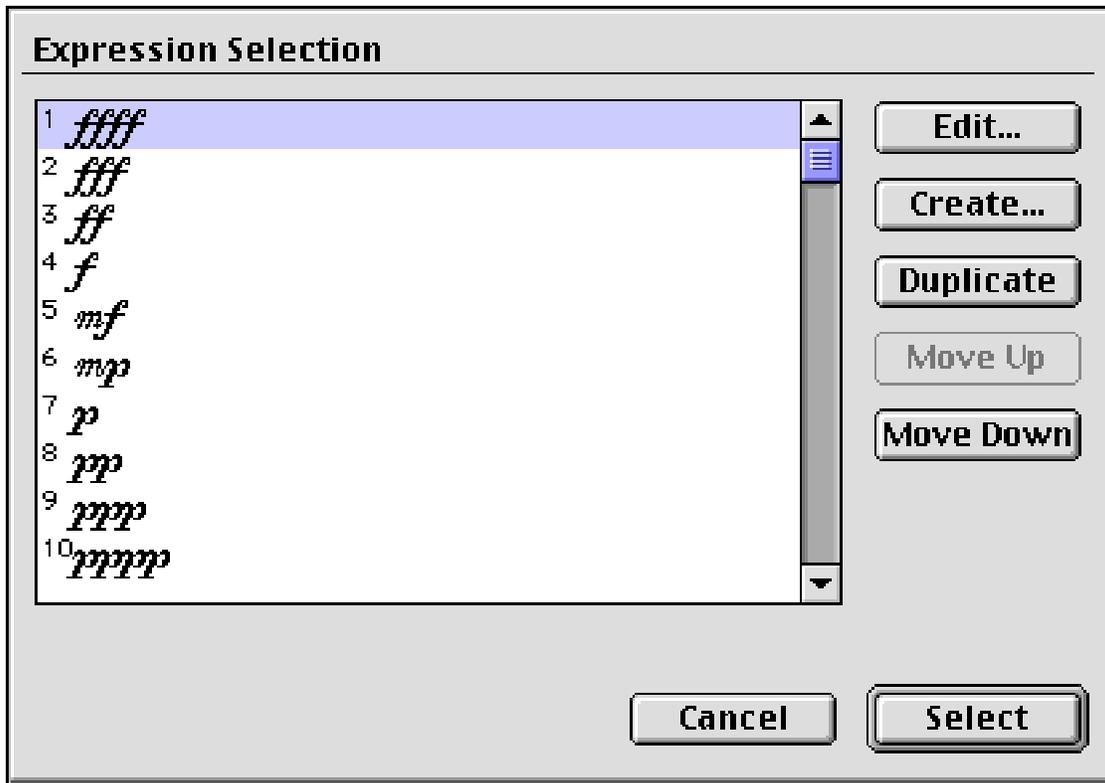
- **Edit.** After clicking an existing expression, click Edit to enter the Text Expression Designer dialog box, where you can edit it. Remember that you're simultaneously editing every occurrence of the expression in the score.

- **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. See TEXT EXPRESSION DESIGNER DIALOG BOX for more information.

- **Duplicate.** Click Duplicate to make a duplicate copy of the highlighted expression. You can select more than one item. Use Shift-click to select an additional item and include all the items in between. Use command-click to select only a specific additional item in the list.

- **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 command-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.

# Text Expression Designer dialog box

### How to get there

Click the Expression Tool $\boxed{\textit{mf}}$ , and double-click a measure. (If you want to edit a text expression that's already in the score, 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 placing expression marks in PrintMusic!: the Articulation Tool and the Expression Tool.

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** $\boxed{mf}$ **. 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, double-click it or click and press Select. The marking appears in the score.

- **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.)
- **Click OK (or press return).** You return to the Expression Selection dialog box.
- **Click Select (or press return).** The marking appears in the score.

## To move or delete an expression

- **Click the Expression Tool** $\boxed{mf}$ **.**
- **Click the measure to which the marking was attached.** The marking's handle appears.
- **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.

# Dynamics

See also CRESCENDO/DECRESCENDO and EXPRESSIONS.

## To design a dynamic marking

If the Maestro Font Default file was in the same folder as the PrintMusic! program at the time you created the current document, you can skip these instructions; the most common dynamic markings are already available. You only need to go through the following steps if you want to create your own dynamic marking, or if you simply want to learn the process.

- **Click the Expression Tool** $\boxed{mf}$ **. Double-click any note or measure.** The Expression Selection dialog box appears.
- **Click Create.** The Text Expression Designer appears.
- **Type the letter that corresponds to the dynamic marking you want to create.** A full list of the dynamic markings in the Maestro music font appears in the MAESTRO CHARACTER MAP.

  For example, lower-case f is the $f$ marking, capital F is the $mf$ marking, and so on.

- **Click Set Font. Set the font to 24-point Maestro type, and click OK.**
- **Press return twice to exit the dialog boxes.** The new dynamic marking appears in the score.

## To insert a dynamic marking into the score

- **Click the Expression Tool** $\boxed{mf}$ **.**

- **Double-click on, above, or below the note or measure to which you want to attach the marking.** The Expression Selection dialog box appears. If necessary, you can scroll up or down to see more expressions.

- **Double-click the desired dynamic.** The dynamic marking appears in the score.

## To move or delete a dynamic marking

- **Click the Expression Tool** $\boxed{mf}$ **.** Expression handles appear.

- **Drag the handle to move the marking; select it and press delete to remove it.**

# Tempo markings

A tempo marking in PrintMusic! can be purely graphic or it can be defined for playback. Several of these markings have been predefined and stored in a Text Expressions Library. If you start your file from the Maestro Font Default file, which already contains these markings, you won't have to create the markings anew.

## To place a tempo marking in the score

- **Click the Expression Tool** $\boxed{mf}$ **.**

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

    If the desired marking already appears in the list, double-click it or click and press Select. The marking appears in the score.

- **Click Create.** The Text Expression Designer dialog box appears.

- **Type the text for the tempo marking.** You can enter *Allegro, Moderato,* or whatever marking you want. Click Set Font if you want to change the type style (italic, for example). (To create metronomic tempo markings, such as ♩=60, for example, see METRONOME MARKINGS.)

- **Press return twice.** The tempo indication appears in the score.

## To move or delete a tempo marking

- **Click the Expression Tool** $\boxed{mf}$ **.** Expression handles appear.

- **Drag the handle to move the tempo marking. Select it and press the arrow keys to "nudge" it for fine positioning; select it and press delete to remove it.**

## To define a tempo marking for playback

- **Click the Expression Tool** $\boxed{mf}$ **.** If you haven't yet placed the marking in the score, double-click any note or measure. When the Expression Selection dialog box appears, click the desired marking, click Edit, and then skip to the instruction marked by the asterisk (*).

- **Double-click the tempo marking's handle.** The Text Expression Designer dialog box appears.

\* **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 (or press return).** Any time PrintMusic! encounters the expression you've just defined when it plays back your score, the tempo will change to reflect the expression's playback definition.

# Metronome markings

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

- **Click the Expression Tool** $\boxed{mf}$ .

- **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.

- **Create the metronome marking by typing the appropriate characters, according to the table below**.

| Keystrokes | Resultant marking: |
|---|---|
| Lower-case x, then option–shift-\, then option-numbers | ♪=72 |
| Lower-case e,  then option–shift-\, then option-numbers | ♪=72 |
| Lower-case q, then option–shift-\, then option-numbers | ♩ =72 |
| Lower-case q, then lower-case k, then option–shift-\, then option-numbers | ♩. =72 |
| Lower-case h, then option–shift-\, then option-numbers | ♩ =72 |
| Lower-case w, then option–shift-\, then option-numbers | o =72 |

In the Maestro music font, the x, e, q, h, and w characters correspond to the ♪, ♪, ♩, ♩, and o 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** $\boxed{mf}$ **. 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.**

## To define an existing metronome marking for playback

- **Click the Expression Tool** $\boxed{mf}$ .

- **Double-click the metronome marking's handle.** The Text Expression Definition box appears.

- **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 to return to the score.**

# Chapter 22: 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 Menu appears, 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" (the selected 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 how you want it copied from the Mass Mover Menu before you drag.

- **Option–shift-click an unselected region** to copy or move the selected music—no matter where it is in the score—to the point you clicked. You specify how you want it 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.

- **Use the arrow keys** in Page View 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 [icon] .

## What it does

The Mass Mover Menu is one of the most important menus in PrintMusic!. It's called Mass Mover because it can make global changes to large selections of music at once. It contains commands for moving or copying music from one place to another. 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 Mover 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.

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.

```
Mass Mover
✓ Copy and Replace
  Copy and Insert

  Clear Entries and Smart Shapes
  Remove Manual Slur Adjustments
  Apply Music Spacing
  Fill With Rests

  Apply Articulation...
  Move Layers...
  Transpose...

  Fit Music...              ⌘M
```

- **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, scroll to the target measure and 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 super-imposed 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, scroll to the target measure and 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.

- **Clear Entries and Smart Shapes.** When you choose Clear Entries and Smart Shapes, Print-Music! 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.)

- **Remove Manual Slur Adjustments**. When you choose Remove Manual Slur Adjustments, PrintMusic! resets any Smart Shape slurs to their default positions and converts any old slurs to Engraver slurs. Engraver slurs will reshape independently again. See Slurs.

- **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.

- **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, PrintMu-sic! 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 com-pletely empty measures (measures with default rests).

- **Apply Articulation.** This powerful command lets you add a certain articulation mark (a stac-cato, for example) to every note in a selected region at once.

- **Move Layers.** This command provides a way to move music from one of PrintMusic!'s trans-parent 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.

- **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 Transposition 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.)

# "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 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 Edit Menu—only portions of measures.
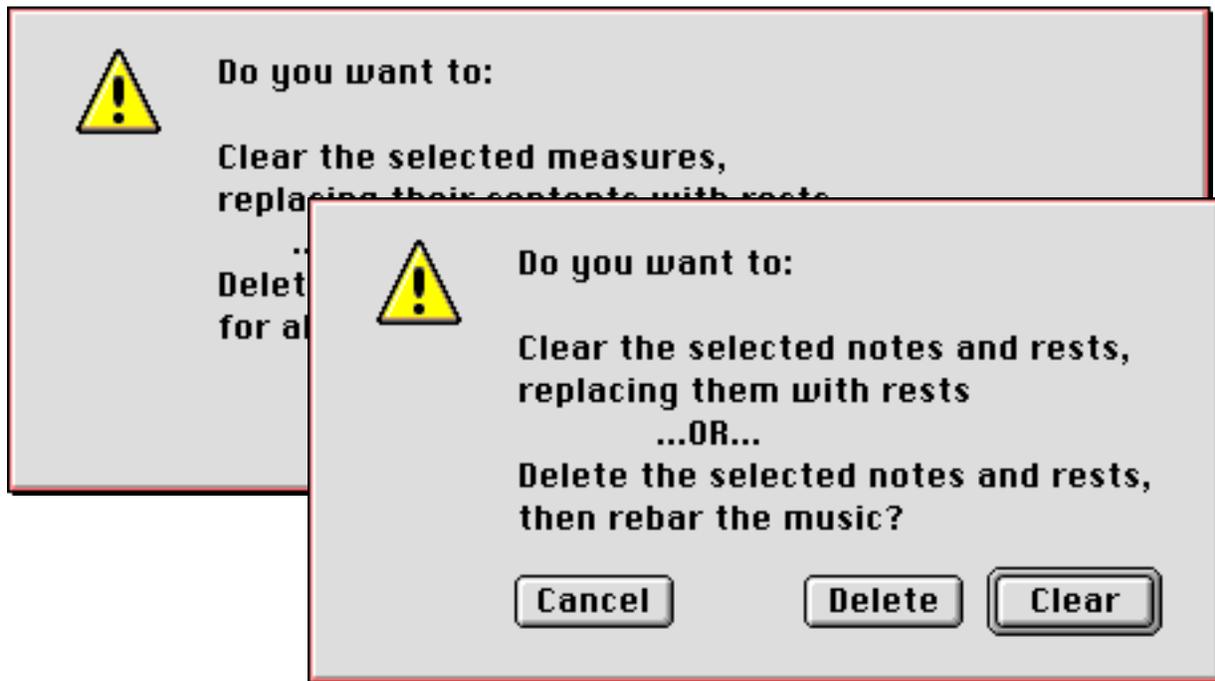
- **Clear.** Click Clear (or press return) if you want to remove music from the score, leaving behind only rests. (You can undo this action by choosing Undo from the Edit Menu.)

- **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 MEA-SURES—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. Measures that have been "locked" into a measure group will display a lock icon, if Show Page Layout Icons is checked in the View Menu. See VIEW MENU.

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, choose Select All from the Edit Menu, choose Fit Music from the Mass Mover Menu, and select Remove System Locks.

## 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 Mover Menu, and select Remove System Locks.

## 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 Mover Menu.** The Fit Music dialog box appears.

- **Click on Lock Selected Measures into One System and click OK.** 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 Mover Menu.**
- **Select Remove System Locks and click OK.**

# Erasing

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

**To erase everything from a selected region**

- **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 Mover 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 Simple Entry Tool** ♪ .

- **Click the Eraser Tool** ⬛ , **then click the note, rest or chord.** The entire note, rest, or chord disappears, and the music that follows it slides to the left to fill the space. If you click on a single notehead within a chord, only that notehead will be erased.

**To erase a note from a chord**

- **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.

# 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 Mass Mover 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 T<span style="font-variant:small-caps">O APPLY AN ARTICULATION TO EVERY NOTE IN A REGION (ARTICULATION TOOL METHOD</span>.

# Note spacing

Music spacing is automatically applied when you enter music into PrintMusic!. However, if you decide to turn off A<span style="font-variant:small-caps">UTOMATIC MUSIC SPACING</span> 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 reapply 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 Mover Menu.** The final step is extremely important:

- **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.

# Transposition dialog box

## How to get there

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

## What it does

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

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.
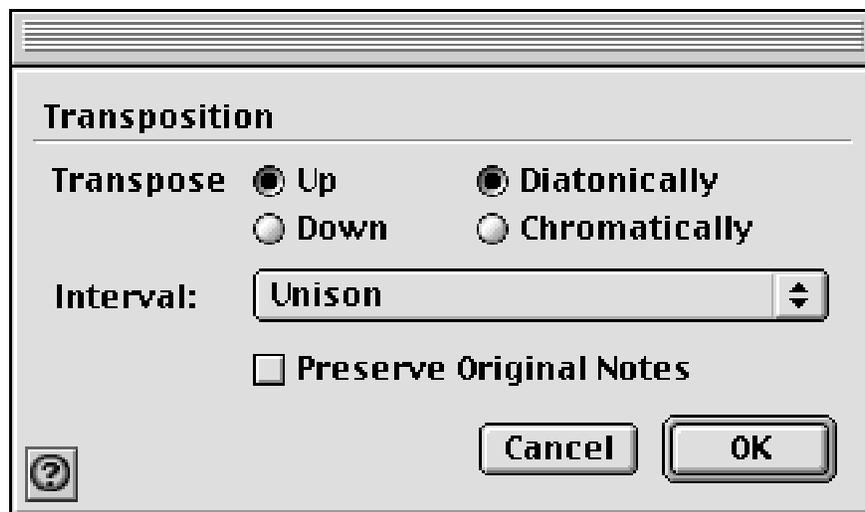
- **Up · Down.** Choose the direction of the transposition relative to the existing notes.

- **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.

- **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** [icon] **and select a region.** See SELECTING MUSIC for some region-selecting shortcuts.

• **Choose Transpose from the Mass Mover 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.

• **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 HyperScribe 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 Mover 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 Mover Menu, choose Fit Music. Or click the Page Layout Tool . From the Page Layout

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. The Fit Music command also allows you to lock the measure grouping and the contents.
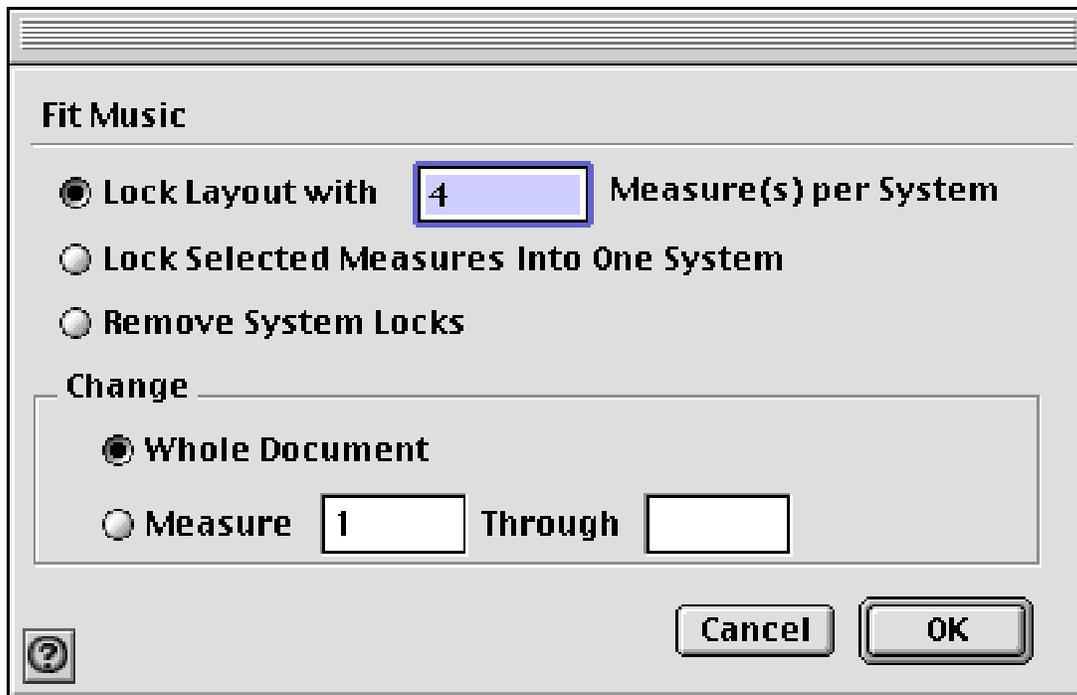
- **Lock Layout with ___ Measures per System.** This option lets you specify how many measures per line you want for the region you've selected.

- **Lock 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. When the measures are locked, a lock icon 🔒 will appear next to the system.See the VIEW MENU for more information about displaying or hiding these non-printing lock icons. For more on measure groups, see *Installation & Tutorials*.

- **Remove System Locks.** Click this option to remove all locked measures for the selected systems. This will allow PrintMusic! to move measures to different systems when updating your layout.

- **Change: Whole Document • Measure ___ thru ___ .** Click on the Whole Document radio button to lock every system in the score. Click on Measure thru Measure to lock only the measures entered in the text boxes.

- **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. If you are displaying System Locks, your changed systems will now display them. See VIEW MENU.

  To undo measure groups you've created in this way, choose Update Layout from the Edit Menu while pressing shift.

# Move Layers dialog box

## How to get there

Click the Mass Mover Tool [icon], and select a region of measures. Choose Move Layers from the Mass Mover 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.
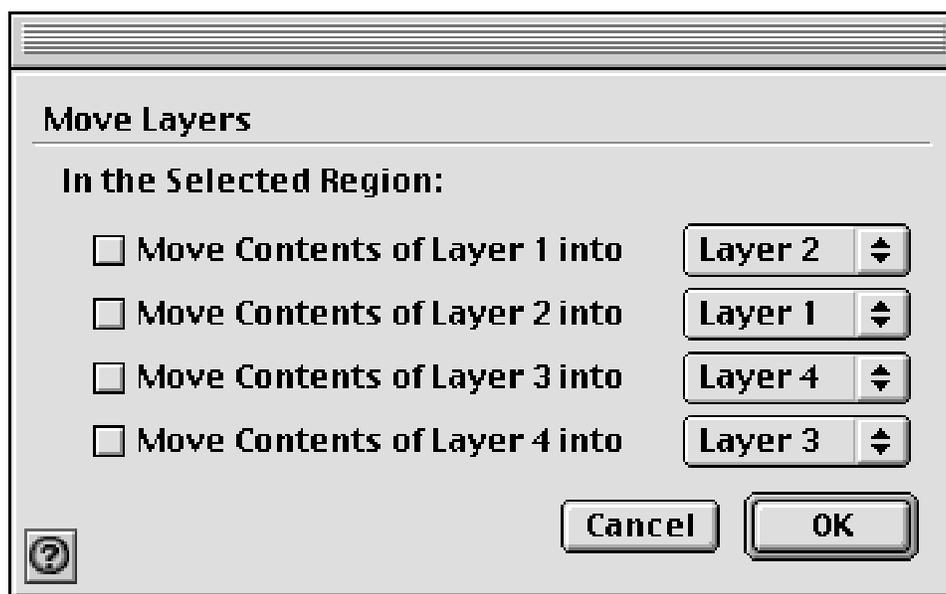
- **Move Contents of Layer [#] into: Layer 1 • Layer 2 • Layer 3 • Layer 4.** Using these controls, you can specify how you want to move the selected music among the four transparent staff layers. Select the first two checkboxes, for example, and set up the popup menus as shown above, to swap the contents 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.

# Chapter 23: Resize Tool

## Resize Tool 🔲

### What it does

This tool lets you reduce or enlarge a staff, system, 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 between or to the left of any two staves within the same system** to reduce or enlarge the entire system.
- **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.

### Contextual menus

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

**Resize Tool**

| Menu item | What it does |
|---|---|
| Resize Page | Display the Resize Page dialog box |
| Resize System | Display the Resize Staff System dialog box |
| Resize Staff | Display the Resize Staff dialog box |

## 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.
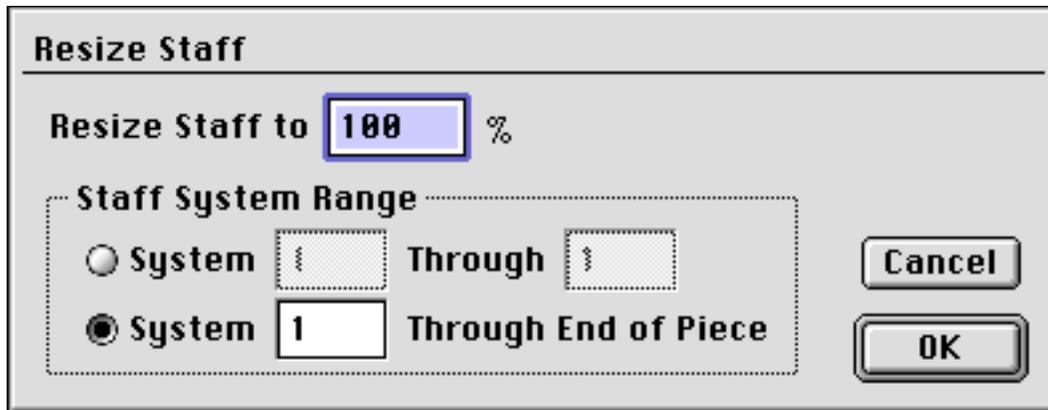
- **Resize Staff to ___%.** This number specifies how much you want to resize the staff, expressed as a percentage of the original full size.

- **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 note to resize anything. You return to the score.

# Resize Staff System dialog box

## How to get there

Click the Resize Tool $\boxed{\%}$ . In Page View, click directly to the left of, and between, two staves that are part of the same system.

## What it does
This dialog box lets you specify the percentage of enlargement or reduction you want applied to a staff system.
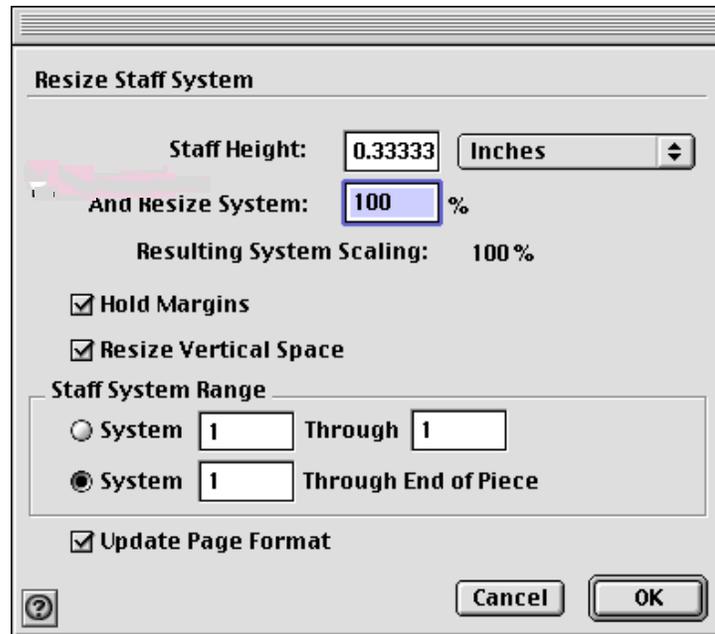
- **Staff Sizing: Staff Height • And Resize System • Resulting System Scaling.** Set the staff height, then apply a percentage to the value. The static text is the cumulative effect for all staves in the system. Tip: the absolute staff height is 96 EVPUS or .3333 inches or .8467 cm.

- **System ___ Through ___ • System ___ Through End of Piece.** These options let you specify what range of systems you want to resize.

- **OK • Cancel.** Click OK (or press return) to confirm your reduction or enlargement specifications. You return to the score. Be sure to choose Update Layout from the Edit Menu to correct any uneven measure spacing introduced by the resizing. Click Cancel if you decide not to resize anything. You return to the score.

# Resize Page dialog box

### How to get there

Click the Resize Tool $\boxed{\%}$ . In Page View, click the upper-left corner of a page.

### What it does

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). If you just want to reduce or enlarge the music, while retaining an absolute staff size, see RESIZE STAFF SYSTEM DIALOG BOX.

**Resize Page**

Resize Page to 85 %

**Page Range**

○ Page [ ] Through [ ]

● Page [1] Through End of Piece

[Cancel] [ OK ]
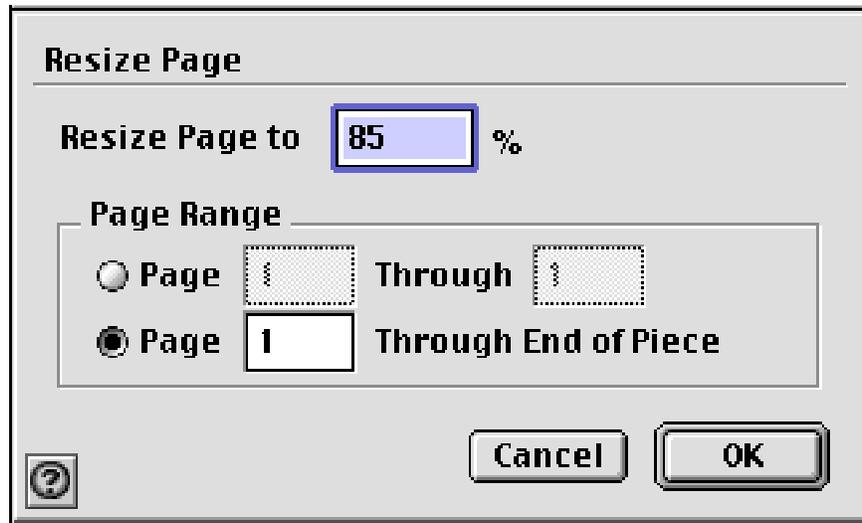
- **Resize Page to ___%.** The number in this text box specifies how much you want to resize the page, expressed as a percentage of the original full size.

- **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.)

# Reducing/Enlarging

You can enlarge or reduce these elements of your music: a staff, a system, or a page. The limits of the Resize Tool are 10% to 1000%.

## To reduce or enlarge a staff or system

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

- **Click the Resize Tool** %.

- **Click to the left of a staff (to resize the staff), or to the left of or between any two staves (to resize the system).** The Resize Staff (or Staff System) dialog box appears, asking you how you want to resize the staff or system.

- **Enter the desired reduction or enlargement percentage. Specify the range of systems you want to affect. 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 or system with the Resize Tool. When the dialog box appears, enter 100 (%) and click OK.

## 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.

- **Click the Resize Tool** %.

- **Click the upper-left corner of the first page you want to resize.** 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.**

## To reduce or enlarge fretboards

See RESIZE FRETBOARDS DIALOG BOX.

# Chapter 24: Chord Tool

## Chord Tool `CM7`

### 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 `CM7` 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.

```
Chord
    Type Into Score
  ✓ MIDI Input

    Show Fretboards
    Resize Fretboards...

  ✓ Position Chords
    Position Fretboards

  ✓ Standard Chord Style
    German Chord Style
```
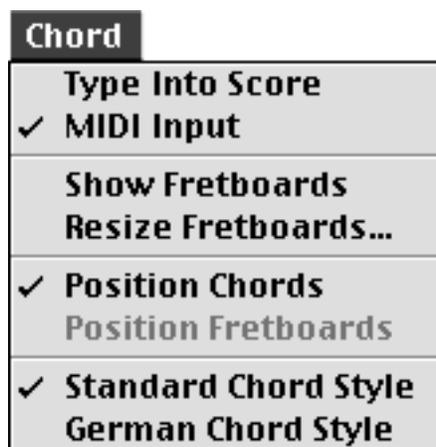
- **Type Into Score.** Choose Type Into Score to select this command; when selected (a checkmark appears next to the command), you can enter chords directly into your score. Click on

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 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 E♭, 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/B♭ 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:

**Display and Entry:** PrintMusic! displays chords in Standard or German style, using the Style checked in the Chord Menu. For chord entry, though, you need to type your chords using the Standard style convention.

**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 G♭ 9 and G ♭9. In this case, when you type "Gb9", PrintMusic! normally associates the alteration with the root (and will display G♭ 9). When you want a suffix that begins with an alteration (such as G ♭9♭13), 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 (/), an underscore (shift-hyphen), or a bar symbol (|) to indicate whether an alternate bass note should appear next to, below, or slightly to the right of the chord, respectively. PrintMusic! knows that what you type after the slash, underscore or bar is the alternate bass note for the chord.

**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 "₀" and half-diminished "⌀" symbols. Since their key combinations may be difficult to remember, PrintMusic! offers easy to remember substitutes: the "o" (letter o) 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 (♭) |
| # (shift-3) | Display sharp symbol (♯) |

| Keystroke | Action |
|---|---|
| o | Display diminished symbol (₀) |
| % (shift-5) | Display half-diminished symbol (ø) |
| / | Put alternate bass note next to the chord root |
| _ (shift-hyphen) | Put alternate bass note below the chord root |
| \| (vertical bar) | Put alternate bass note below and to the right of the chord root |
| ← | Move to previous character in the chord |
| → | Move to next character in the chord |
| 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.

  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.

- **Standard Chord Style.** Choose Standard Chord Style to display this style for all chord roots and alternate bass notes in the piece. A checkmark appears by the style in use for the piece. The following examples shows the standard style.



Standard: PrintMusic! displays the chord root and alternate bass note as letters. An accidental, if present, follows the chord root.

- **German Chord Style.** Choose German Chord Style to display this style for all chord roots and alternate bass notes in the piece. A checkmark appears when this style is in use for the piece. The following example shows German Chord Style.

Ces C  Cis  Des D  Dis   Es  E  Eis   Fes F  Fis   Ges G  Gis   As  A  Ais   B  H  His

German: PrintMusic! displays the chord root and alternate bass note as letters. An accidental, if present, follows the chord root. This style displays "es" for the flat sign and "is" for the sharp sign, with the following exceptions: E-flat is displayed as "Es"; A-flat is displayed as "As"; B-flat appears as B, and B appears as H.

- **Show Fretboards.** When this item is selected, PrintMusic! displays full-blown guitar fret-board-chart diagrams beneath each chord symbol in the score (or will do so as soon as you add chord symbols).

  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, Print-Music! will display a minor fretboard; if Lowercase is not selected, PrintMusic! will display a major fretboard.

  When you choose Show Fretboards a second time, all fretboards disappear.

- **Resize Fretboards.** Use this command to globally change the size of the guitar fretboards. The Resize Fretboards dialog box will appear. Type the desired percentage of the current size you want to resize the fretboards. See Resize Fretboards dialog box for more information.

- **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).

  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 Fretboards isn't selected in the menu.)

  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.

# Chord Suffix Selection dialog box

## How to get there

Click the Chord Tool $\boxed{\text{CM7}}$ , 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.

**Chord Suffix Selection**

| | | | |
|---|---|---|---|
| 1<br>Maj | 2<br>min | 3<br>aug | 4<br>dim |
| 5<br>7 | 6<br>min7 | 7<br>sus4 | 8<br>Maj6 |
| 9<br>m7(♯5) | 10<br>aug7 | 11<br>° | 12<br>°7 |
| 13<br>Maj7 | 14<br>9 | 15<br>13 | 16<br>7(♯11) |
| 17<br>7(♭9) | 18<br>+ | 19<br>11 | 20<br>m7(♭5) |
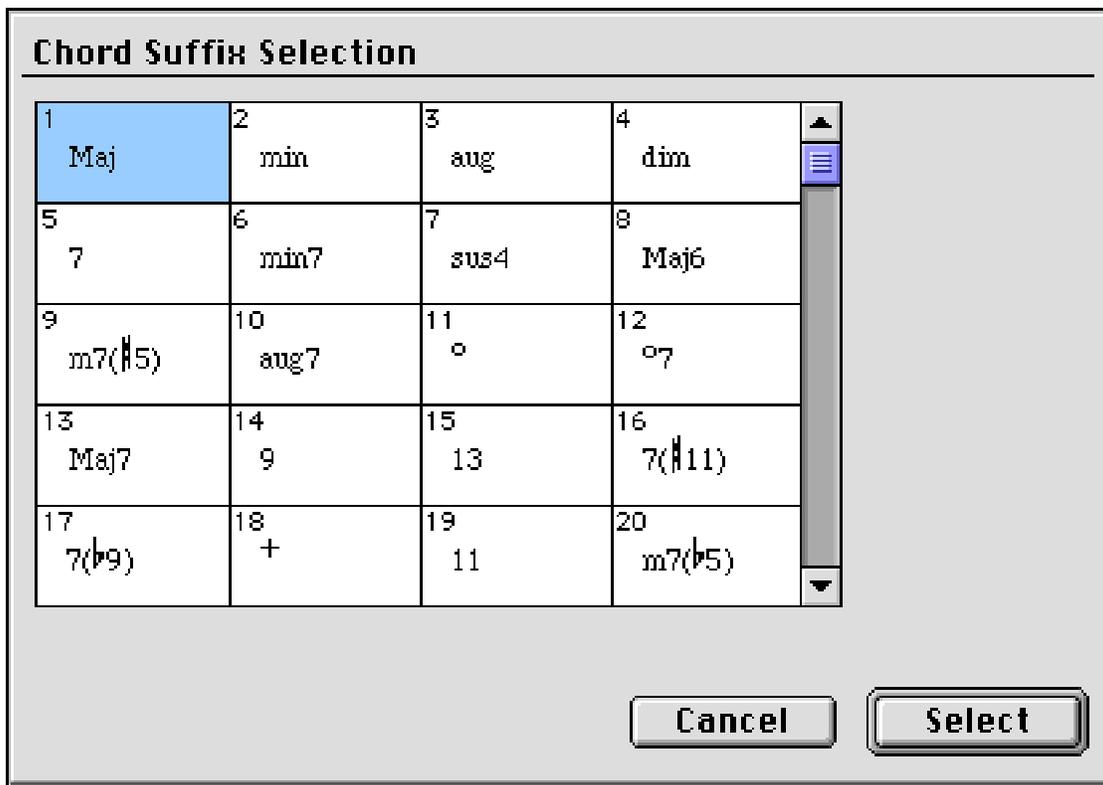
Cancel    Select

- **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 click-ing Select.

# Unknown Chord Suffix dialog box

### How to get there

Click the Chord Tool $\boxed{\text{CM7}}$ . Choose MIDI Input from the Chord Menu. Click a note in the score and play a chord on your MIDI keyboard, whose suffix isn't in this piece.

### What it does
When PrintMusic! encounters a chord it doesn't recognize, this dialog box appears, asking how to handle the situation.
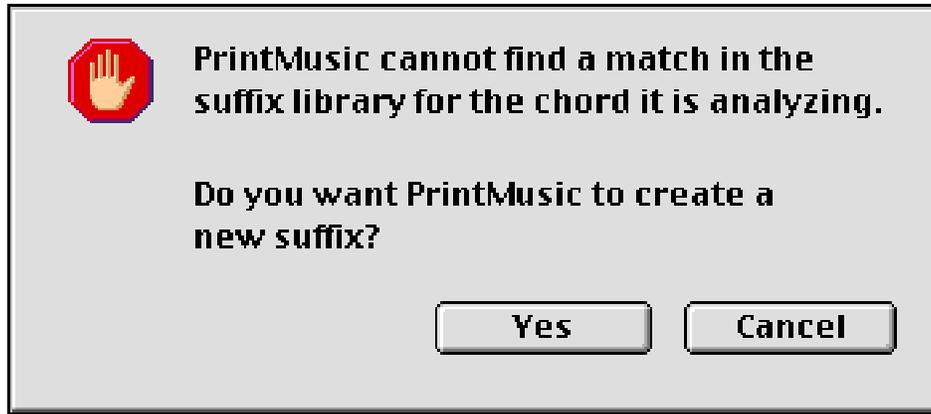
- **Yes.** Click this button if you want PrintMusic! to do its best to identify the chord. PrintMusic! always identifies a chord correctly—but it doesn't always label it the same way you would, particularly in the case of very complex chords, or ones from which some tones are missing.

- **Cancel.** Click Cancel to return to the score without creating a suffix.

# Resize Fretboards dialog box

### How to get there

Click the Chord Tool CM7 . From the Chord Menu, choose Resize Fretboards.

### What it does

The Resize Fretboards dialog box lets you specify how much you want to reduce or enlarge all of your guitar fretboards.

- **Global Fretboard Percent.** This text box specifies how much you want to resize all guitar fretboards, expressed as a percentage of the original full size.

- **OK • Cancel.** Click OK to return to the score. Click Cancel to disregard any current selections and return to the score.

# 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 pas-

sage in another key, they'll be transposed when you paste them. Even PrintMusic!'s guitar fret-board diagrams, which are 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). You can either choose an available suffix or re-enter the suffix.

- **Click the Chord Tool** $\boxed{\text{CM7}}$ **.** 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."

  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** $\boxed{\text{CM7}}$ **.** 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 under-score (shift-hyphen) instead of a slash if you want the alternate bass note (C in this example) placed under the root. You can also type | (shift-backslash) instead of a slash or an underscore; this will place the alternate bass note below and slightly to the right of the root.

$B\flat M7/C$

$\dfrac{B\flat M7}{C}$
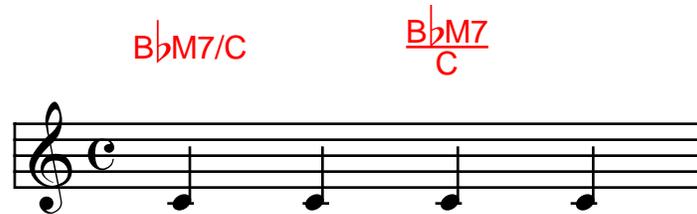


- **An alternate method of entering suffixes is to type a colon followed by the slot number of the suffix shown in the Chord Suffix Selection dialog box. Or, type a colon followed by zero.** If you type a slot number, PrintMusic! displays the corresponding suffix from the Chord Suffix Selection dialog box. If you type a zero, the Chord Suffix Selection dialog box appears, where you can choose a suffix.

C:9
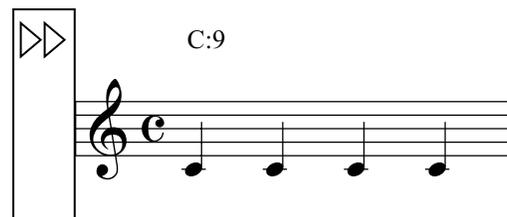


Cm7(♯5)



- **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—to enter a flat symbol with Caps Lock engaged, press shift-B (for lowercase).

- **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 an available suffix from 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.**

## To edit chords (Type Into Score)

- **Click the Chord Tool** [CM7] **.** 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 an available suffix from the chord suffix library.

## To move chord symbols

- **Click the Chord Tool** CM7 **.**

- **Click the staff containing the chord symbols.** Two small arrows appear at the left edge of the screen. These arrows control the baseline for the chord symbols—the line against which the bottoms of the chord symbols align. (Make sure Position Chords is selected in the Chord Menu.)

- **Drag the positioning arrows up or down.** 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.

## 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 1 (or 2 or 3). If you've already entered them in Layer 4, 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 4, proceed as follows:

- **Enter "dummy" notes in Layer 4, one for each chord symbol you'll want to add.** It makes no difference what pitches you select; these notes won't appear.

- **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 H (or 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 4 notes (for spacing purposes, for example).
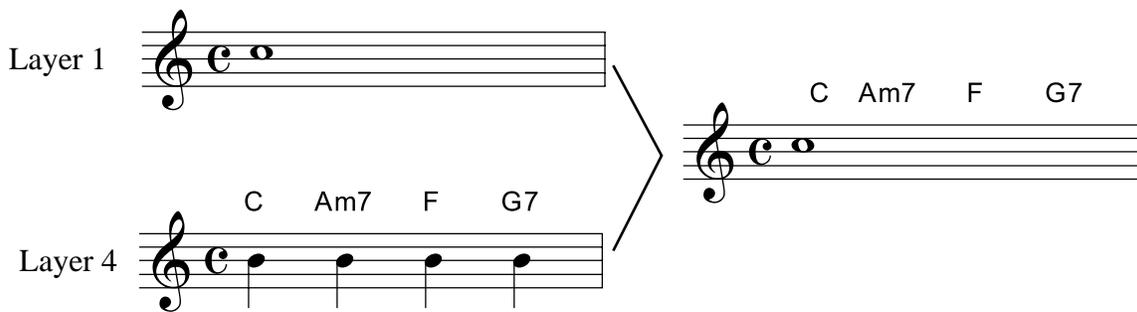
In Layer 4, add some "dummy" notes, and attach your chord symbols to them. In Layer 1 (or 2 or 3), enter the whole note (or whatever music you want ultimately to appear). When you hide the dummy notes with the letter H (or O), the notes disappear, leaving the chord symbols behind.

### To prevent chord symbols from playing back

- **From the Window Menu, choose Instrument List.** The Instrument List appears.

- **Click on the arrow next to the name of the staff that has chords attached. The list expands to display the components of the staff, including Chords.**

- **Click the square next to Chords in the P column.** The chord symbols will no longer play-back from this staff.

# Slashes

There are two kinds of slashes, or hash marks, used to indicate improvised chording or comping. If you want to indicate ad lib comping, but you don't require a specific rhythm, you can let Print-Music! fill the measures with stemless slashes, spaced according to the time signature (four slashes in a $\frac{4}{4}$ measure, for example, at right in the figure below). If you want to indicate a specific rhythm of comping, PrintMusic! can turn the noteheads of any passage into slashes, still beamed and stemmed (at left in the figure below).
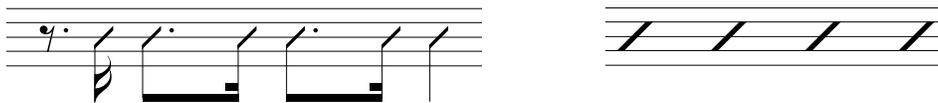


You can also create a passage of mixed normal notation and slash notation.

### To create 'comping' slashes

- **Click the Staff Tool**  **, and select the measures in which you want slashes to appear.** See SELECTING MUSIC for some region-selecting shortcuts.
- **From the Staff Menu, choose Apply Alternate Notation.** The Apply Alternate Notation dialog box appears.

- **Select Rhythmic or Slash Notation and click OK.** Slash Notation hides all the music and replaces it with evenly-spaced hash marks. The number of hash marks is determined by the bottom number of the time signature. Rhythmic Notation turns the music into beamed and stemmed slashes, all on the middle line of the staff. See ALTERNATE NOTATION DIALOG BOX for more information.
- **Click OK (or press return).** Any music that was in the selected region is now hidden; to restore it, choose the measures again, then choose Clear Staff Styles from the Staff Menu.

## To combine notes with rhythmic notation slashes on one staff

- **Click the Speedy Entry Tool** ![icon]**.** You're going to notate the parts that are to display normal noteheads. See SPEEDY ENTRY for instructions in using the Speedy Entry Tool.
- **Click a measure, and enter the notes. For each beat where you'll want a slash, enter any pitch; we'll convert them to slashes next so what counts are the rhythms.**
- **From the Edit Menu, choose Select Partial Measures.**
- **Click the Staff Tool** ![icon]**, and select the notes that will contain slashes.** See SELECTING MUSIC - TO SELECT PART OF A MEASURE for more information.
- **From the Staff Menu, choose Apply Alternate Notation.** The Apply Alternate Notation dialog box appears.
- **Select Rhythmic Notation, and click OK.** See ALTERNATE NOTATION DIALOG BOX for more information.

# Fretboard diagrams

Creating guitar-fretboard chord diagrams is easy in PrintMusic!; they're intelligent, too, because they transpose automatically when the music is transposed.
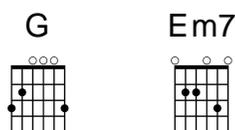


## To create or show fretboard diagrams globally

- **Click the Chord Tool** ![CM7]**.** The Chord Menu appears.
- **From the Chord Menu, choose Show Fretboards.** If you have already added chord symbols to your piece, the guitar diagrams now appear. If you haven't yet added chord symbols, add them as described in Chord symbols; as you add each chord, its fretboard diagram will also appear.

## To move the fretboard diagrams up or down

- **Click the Chord Tool** CM7 **.** The Chord Menu appears, and two small triangles appear at the left edge of the screen. These control the baseline of the chords (against which the bottom edges of the symbols line up).

- **From the Chord Menu, choose Position Fretboards.** You've just told PrintMusic! that the triangles should adjust the baseline for the diagrams instead of the textual chord symbols.

- **Drag the triangle handles up or down.** Drag the left triangle to set the baseline for the entire piece. As you drag it, the other triangle moves with it. Drag the right triangle up or down to set the baseline for this staff, this system only.

# Chapter 25: 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 base-line (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.

### 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 ↑ or ↓** to move to the previous or next verse.

- **In Type Into Score 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).

## Lyrics Menu

### How to get there

Click the Lyrics Tool 🖼 .

### 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.

You can have as many verses of lyrics as you want
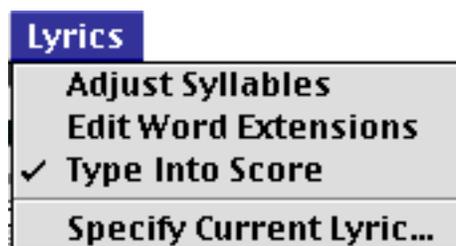
- **Adjust Syllables.** This command lets you move an individual syllable anywhere you want it. Click the staff above a syllable; a handle appears. Click a handle to select its syllable; shift-click to select additional syllables attached to the same note. Drag the handle to move its syllable (or all 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 verse 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.)

# 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 verse number you want to edit or insert into the score.
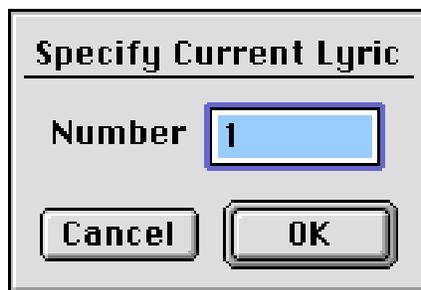
- **Number.** The number in this text box identifies the specific verse that's currently selected.

- **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.

# Lyrics

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.

## 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.

  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.

  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.

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 also 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 verse number.

- **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 verse).** 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 verse).** 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.**

- **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.**

## 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.



su - tout   la   plage————————

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.

- **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.

# 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).

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** ⬚ **.**

*   **Select the systems or choose Select All from the Edit Menu.**
*   **From the Page Layout Menu, choose Allow Individual Staff Spacing.**

*   **Click the Staff Tool** 🎼 **; then drag the lower handle of any staff to move it.**

# Hyphens

A hyphen (or a space), when typed in the Lyrics Tool, indicates the end of a lyric syllable. Print-Music! looks for a hyphen or space as its cue to advance to the next melody note.

## To prevent a hyphen from ending a syllable

In certain situations, you may not want PrintMusic! to assume that a hyphen is the end of a syllable.

*   **Click the Lyrics Tool** 🎧 **.**
*   **To create a hyphenated word, all of which will be assigned to a single note,
    type option - hyphen**.

# Elisions

An elision is when two or more syllables are sung under the same note, such as in a folk song, chant or foreign language. Because PrintMusic! will advance to the next note if you enter a space, you'll need to add an invisible syllable or hard space between the two real syllables. You can also use this method to place verse numbers with the first syllable.

## To create invisible syllables when typing lyrics

*   **Click the Lyrics Tool** 🎧 **.**

*   **Type the lyrics in the usual way, up to the elision.**
*   **Type the first syllable. Next type option-space.** PrintMusic! inserts a hard space. Continue by typing the next syllable, which will be attached to the syllable before it. Complete the remaining lyrics.

# Chapter 26: 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. You can edit page-assigned and measure-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. |

| Mouse click | What it does |
| --- | --- |
| Double-click a text block handle, or control-click the handle and select Edit from the contextual menu | 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 |
| Edit | Edit the selected text block |

# Text Menu

## How to get there

To create or edit text blocks: Click the Text Tool $\boxed{A}$ .

## 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.

- **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. Hold down the shift key before choosing the Text Menu to see the font names displayed in their respective fonts.

- **Size:3 • ... • 72 • Other • Increase • Decrease.** 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. Choose Increase or Decrease (or use the keyboard shortcuts command-shift-period and command-shift-comma) to change the point size by one. 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 |

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.
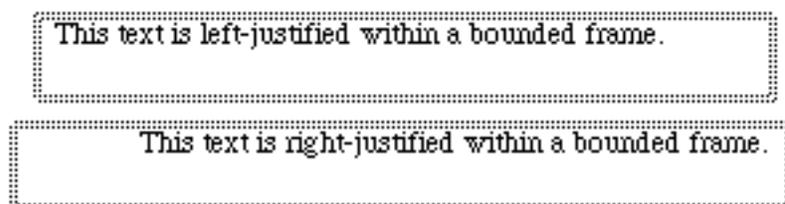
This text is left-justified within a bounded frame.

This text is right-justified within a bounded frame.

This text is centered within a bounded frame.
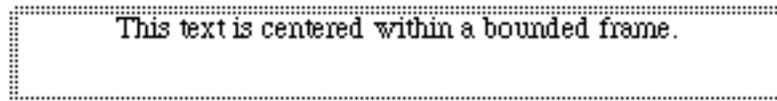
- **Placement: Left • Right • Center Horizontally.** Choose Left, Right, or Center Horizontally from the Placement submenu to select how you want the text block positioned on the page. Choose Left or Right to place the text on the left or right edge of the page, or choose Center Horizontally to center the text on the page. Checkmarks appear by the placement settings currently in use for the text block. When you change the horizontal or vertical placement of the text block, PrintMusic! clears any manual positioning done in the score.

  Note: To set the default placement of page-assigned text blocks, choose a different placement from the Placement submenu when you're in Page View with no text blocks selected.

- **Word Wrap.** Deselect this option to disable word wrapping in text blocks.

- **Attach New Text to Measure • Attach New Text to Page.** These items allow you to specify whether PrintMusic! will create a text block that is attached to a particular measure or attached to a particular page. Note that these commands only affect future text blocks and are only available in Page View. Text blocks created in Scroll View are always measure-assigned.

# Size dialog box

## How to get there

Click the Text Tool $\boxed{A}$ . 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.
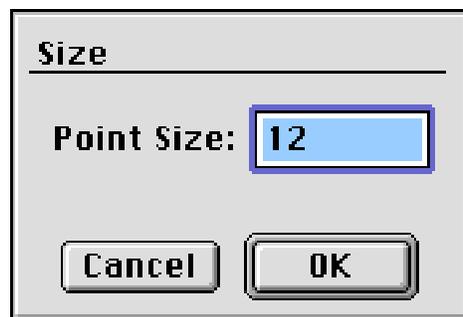
- **Point Size.** Enter the point size for your text.

- **OK • Cancel.** Click OK (or press return) to confirm your settings and return to the score. Click Cancel to return to the score.

# Type Style dialog box

### 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.

### 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.
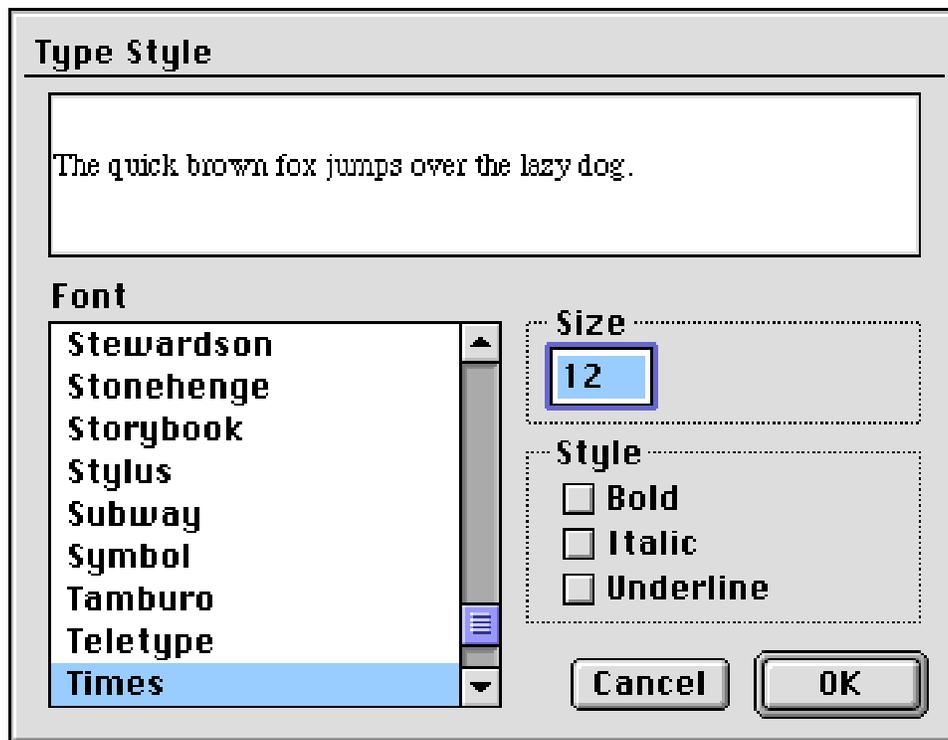
- **Font.** In this scrolling alphabetical list, PrintMusic! displays every font installed. Click a font name to select it.Any fonts that were present when the document was created or edited but are no longer installed appear dimmed. At the top of the dialog box, PrintMusic! shows you the actual text 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.

# Symbol Selection dialog box

## How to get there

You can access this dialog box by clicking on the Text Tool. Double-click on an existing text block handle or double-click on the page to create a new text block. 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). Print-Music! 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.
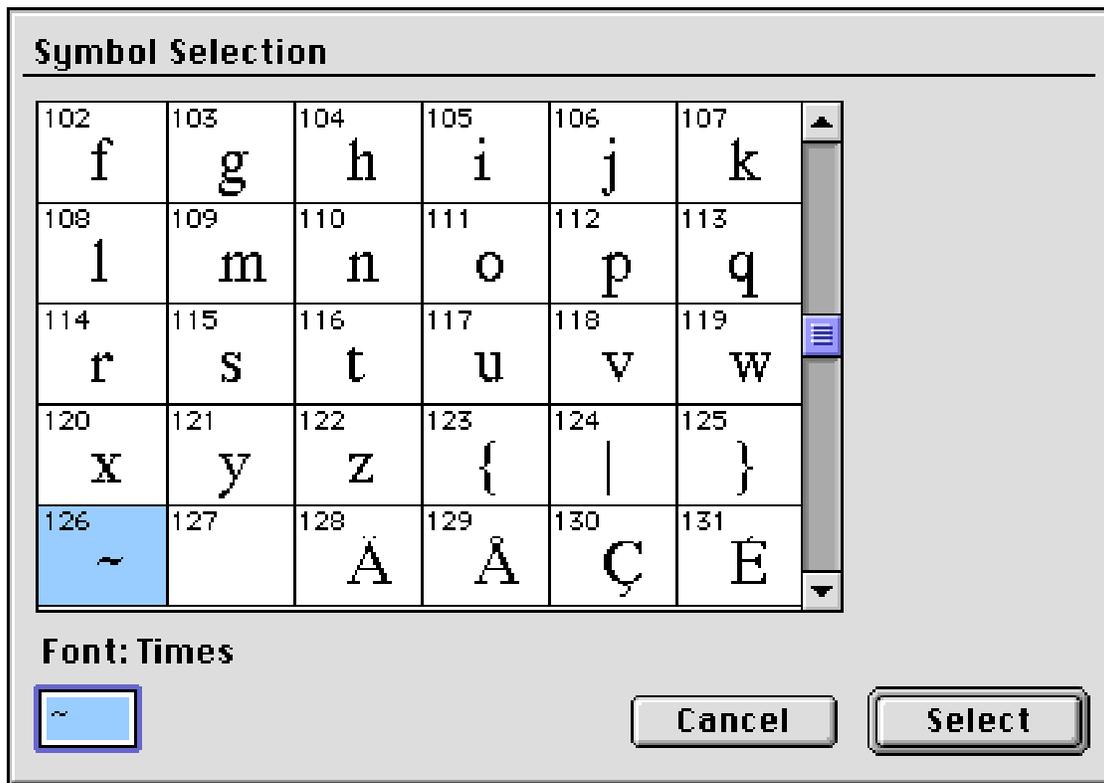
- **Font.** The currently selected text font is displayed. This text box shows you what the keyboard character for the selected character is. If you already know what the keyboard equivalent is for the symbol you are looking for, you can type in this text box to select that character.
- **Select.** Instead of double-clicking any character, you can click it once and then click Select. You return to the score.
- **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.

## 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. True-Type 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.

## Where are the fonts installed?

The PrintMusic! Installer automatically installs the Maestro 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 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 |

| To create these… | Use this tool… | …and see this entry |
|---|---|---|
| Notes to the conductor | TEXT TOOL | TEXT BLOCKS |
| Titles | TEXT TOOL | TEXT BLOCKS |
| Copyright notices | TEXT TOOL | COPYRIGHT NOTICES |
| Text expressions (*arco,* etc.) | EXPRESSION TOOL | EXPRESSIONS |
| Long text expressions | TEXT TOOL | TEXT BLOCKS |
| Explanatory text | TEXT TOOL | TEXT BLOCKS |
| Chord symbols | CHORD TOOL | CHORD SYMBOLS |

# 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. To create a page-assigned text block, you must be in Page View. If you wish to create a measure-assigned text block in Page View, select Attach New Text To Measure from the Text Menu.

## To create text in a frame that automatically expands as you type

- **Click the Text Tool $\boxed{A}$ .** 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.|
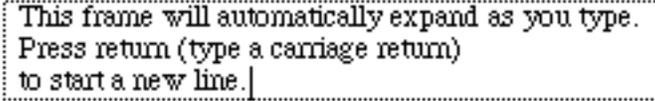
A single dashed line indicates that the frame will expand vertically and /or horizontally as you type.

## To create text within a fixed-size frame

- **Click the Text Tool $\boxed{A}$ .** 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.│                         ┊
└┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┄┘
```
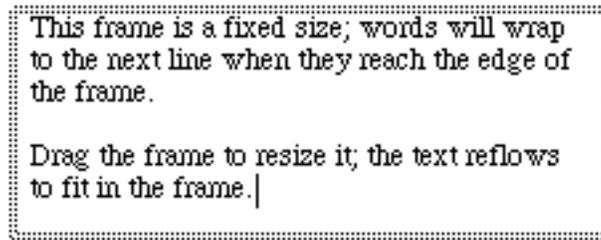
A double dashed line indicates that the frame is a fixed size; it will not expand as you type.

- **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.

- **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** $\boxed{A}$ **.** 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.

## To resize a fixed-size frame text block on-screen

- **Click the Text Tool** $\boxed{A}$ **.** 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.**

## To assign a text block to a measure

- **Click the Text Tool** $\boxed{A}$ **.** The Text Menu appears.

- **From the Text Menu, choose Assign to Measure.**

- **Double-click the document window where you want to place text. Or double-click and drag to create a fixed-size text block.** The editing frame appears, with a flashing cursor to indicate the insertion point.

## To position text blocks on-screen

- **Click the Text Tool** $\boxed{A}$ **.** The Text Menu appears.

- **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.

## To position page-assigned text blocks

- **Choose Page View from the View Menu, if it isn't already selected.**

- **Click the Text Tool** $\boxed{A}$ **.** The Text Menu appear.

- **Click a page-assigned text block handle, then choose Placement 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 placement, PrintMusic! clears any manual positioning
  that was done in the score.

## To delete a text block

- **Select a text block handle or drag-enclose to select a group of handles.**

- **Press delete.**

## To specify a default font for text blocks

- **Choose Select Default Fonts from the Options Menu.** The Select Default Fonts
  dialog box appears.

- **Click the Set Font button across from Text.** The Type Style dialog box appears in which you
  can select the font you want to use for your text blocks.

- **Click OK twice.** You return to the score. Now any new text you create with the Text Tool will
  use the font you selected. Old text blocks will not be affected.

# 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** $\boxed{\Box}$ **.** 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 top 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 preci-
  sion, try this: Choose Edit System Margins from the Page Layout Menu. Click the top sys-
  tem's handle, and then enter a larger value in the topmost text box in the Edit System Margins
  dialog box. These numbers represent the system margins. See EDIT SYSTEM MARGINS DIALOG
  BOX.

- **Click the upper left handle of the first staff system and drag it upward
  until it overlaps the top page margin.** If you later use Space Systems Evenly, Print-
  Music! will adjust the Distance Between Systems value. Because we don't want the space for
  the title to be considered in this spacing, we needed to adjust the top margin of the system.

## To add a title

- **Click the Text Tool** $\boxed{\text{A}}$ .

- **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.**

- **From the Text Menu, choose Placement, then Center Horizontally.**

## To move or delete a title

- **Click the Text Tool** $\boxed{\text{A}}$ **, 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.**

## 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.

# 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.

## To create a time or date stamp

- **Click the Text Tool** $\boxed{\text{A}}$ .

- **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.

- **From the Text Menu, choose Inserts, then select Date or Time.** To move the date stamp, drag its handle; select the handle and press delete to remove it.

# Copyright notices

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 (©).

# Page numbers

To add a page number, use the Text Tool in Page View.

## To add a page number

- **Click the Text Tool** $\boxed{\text{A}}$ **.**

- **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** $\boxed{\text{A}}$ **.** A handle appears on the page number.

- **Drag the number's handle to move it.** Select the handle and press delete to remove it.

# Chapter 27: 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 Allow Individual Staff Spacing, 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.

- **Hold down Option and drag the center of a staff system** to move the staff system without moving other systems.

- **Click and drag to enclose** and select handles; shift-click to add or subtract handle selection.

- **Command-A to select all system handles.**

### 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 |
| --- | --- |
| 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 Page Margins dialog box |

# Page Layout Menu

## How to get there

Click the Page Layout Tool [icon].

## What it does

These commands affect your work with the Page Layout Tool.

[Page Layout menu image]
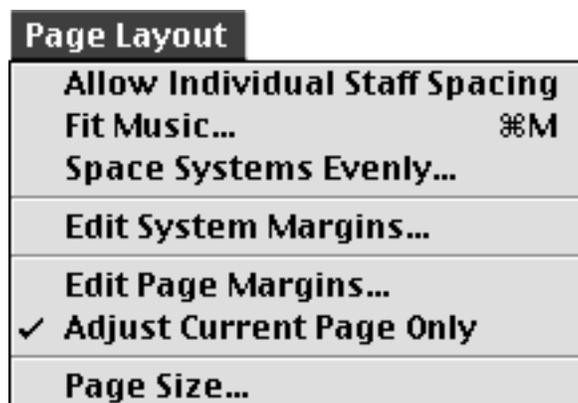
- **Allow Individual Staff Spacing.** This command permits staves in a system to be moved independently in Page View with the Staff Tool. Under normal circumstances, when you move, respace, or rearrange staves using the Staff Tool all staff systems are affected. If you have selected this option, however, you'll find you can now vary the positioning and spacing of staves for a single staff system.

  PrintMusic! locks in this staff configuration. If, for example, you return to Scroll View after apply this command, and add another staff, the staff won't reappear. If you want to edit, reformat, enlarge, or reduce your music, remove Individual Staff Spacing before you do it (by choosing the Allow Individual Staff Spacing again), and later reapply. For this reason, it's best to make Individual Staff Spacing the last thing you do before printing, after the piece has been formatted, proofread, and ready to be given its final layout.

- **Fit Music.** This command displays the Fit Music dialog box, which lets you specify how many measures you want on a line (in each system). See FIT MUSIC DIALOG BOX for details.

- **Space Systems Evenly**. This command displays the Space Systems Evenly dialog box. You can tell PrintMusic! to place the systems evenly spaced vertically on the page, to make maximum use of the page. You can even tell it to skip pages that are only partially full. See SPACE SYSTEMS EVENLY DIALOG BOX.

- **Edit System Margins.** To edit systems by number, select Edit System Margins. See EDIT SYSTEM MARGINS DIALOG BOX.

- **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 (or all pages in your score). See EDIT PAGE SIZE DIALOG BOX.

# Space Systems Evenly dialog box

## How to get there

Click the Page Layout Tool [icon]. From the Page Layout Menu, choose Space Systems Evenly.

## What it does

The Space Systems Evenly command, which displays this dialog box, lets you specify which pages to space evenly, whether to allow systems to move from one page to another, and when to skip spacing a partially-empty page. PrintMusic! will move the systems so that they are evenly spaced between the top and bottom margins of the page.
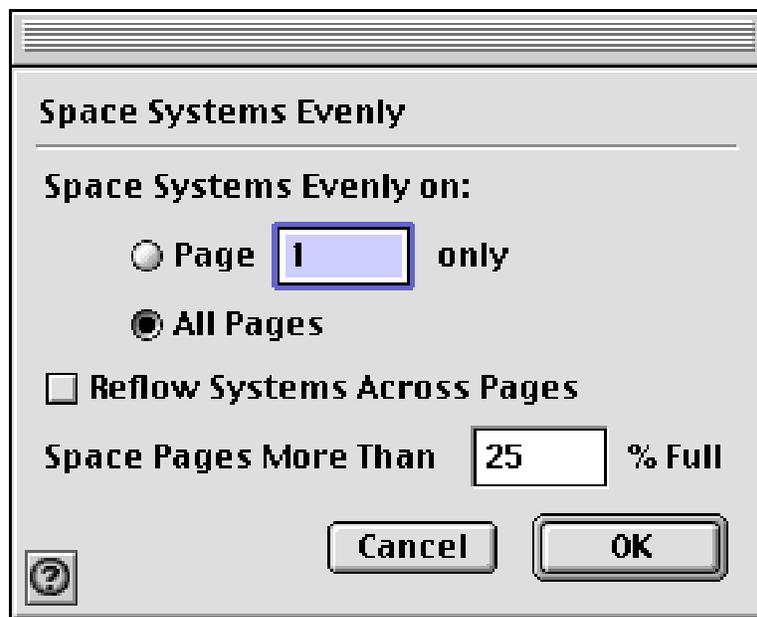
- **Space Systems Evenly on: Page _ only • All Pages.** Select Page only to space that page only. Click All Pages to space every page in the document.

- **Reflow Systems Across Pages.** This option determines whether PrintMusic! reflows staff systems into different pages. When this option is selected, PrintMusic! calculates how many staff systems will fit on each page, and moves systems to new pages as needed. If you prefer to maintain the current layout of systems in pages, make sure that this option is not selected.

- **Space Pages More than __% Full.** Enter a percentage in the text box to control when Print-Music! will space systems. When the systems take up less space, PrintMusic! will leave the systems alone, so you don't end up with two systems and a vast white space between them.

- **OK • Cancel.** Click OK (or press return) to return to the score where any adjustments will affect the selected range of staff systems. Click Cancel to return to the score without making any changes.

# Edit System Margins dialog box

## How to get there

Click the Page Layout Tool [icon]. Choose Edit System Margins from the Page Layout Menu.

## What it does

Use this dialog box to set the System Margins numerically.
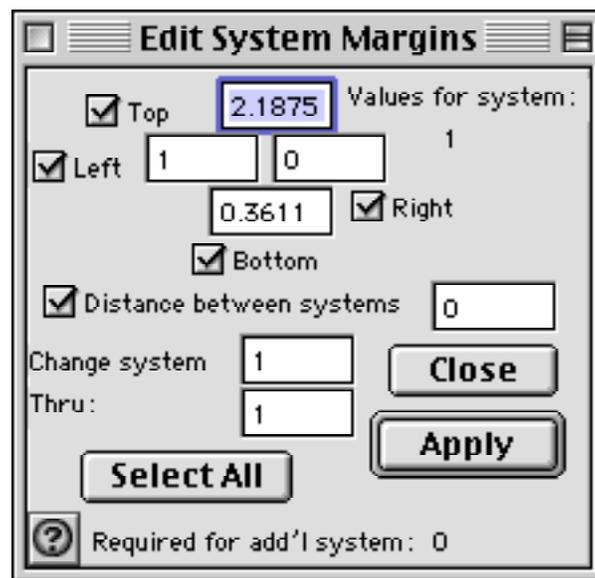
- **Top • Left • Right • Bottom • Distance Between Systems**. Use these text boxes to enter the staff system margins for the specified systems. Changes do not occur until you click the Apply button. Changes are applied to any value with a checked box. See SYSTEMS for more informa-tion.

- **Required for add'l system.** This text displays the amount of space required to place an addi-tional system on the current page.

- **Change: System ___ Thru: ___ • Select All.** Select which systems should be affected by the specified margins. Select a system range or all systems. See SYSTEMS for more information.

- **Apply • Close.** Click Apply to make the adjustments and leave the dialog box available for more changes. Click Close to return to the score without making any changes.

# Edit Page Margins dialog box

### How to get there

Click the Page Layout Tool ⬚. Choose Edit Page Margins from the Page Layout Menu.

### What it does

Use this dialog box to set the Page Margins numerically.
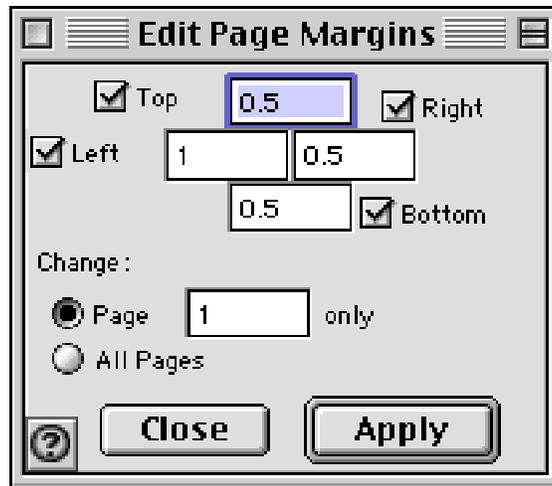
- **Top • Left • Right • Bottom**. Use these text boxes to enter the page margins for the specified pages. If the adjacent checkbox is checked, changes will affect that margin.

- **Change: Page ___ • All Pages.** Select which pages should be affected by the specified margins.

- **Apply • Close.** Click Apply to make the adjustments and leave the dialog box available for more changes. Click Close to return to the score without making any changes.

# 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.
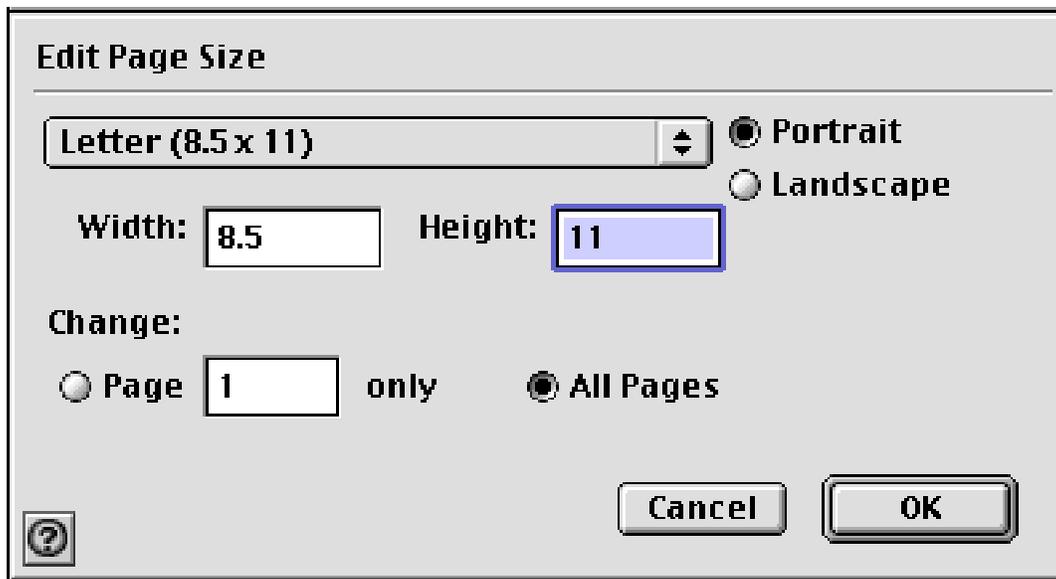
- **[Page sizes] • Width: • Height: • Portrait • Landscape**. Select the desired page size from the popup menu or type in the desired Width and Height (custom will be displayed in the popup menu). Select Portrait or Landscape as well.

- **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 three 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 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

- **Click the Page Layout Tool**  . Dotted-line margins appear around each system.

- **From the Page Layout Menu, choose Edit System Margins.** The Edit System Margins dialog box appears.

- **In the Change section, click Select All.** In other words, you want the change you're about to make to affect every system in the piece.

- **Make sure Distance Between Systems is checked and uncheck all other boxes.** We don't want to make all of the margins the same, just the distance between systems.

- **In the Distance Between Systems text box, enter a new value.** This value is measured in whatever your Measurement Units are set to. See the OPTIONS MENU for details.

- **Click Apply. If you like what you see, click Close.** You've just changed the amount of space between 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.)

## To change the page margins

See To change the page layout, below, or see MARGINS for a more detailed discussion.

## To set the page size

See To change the page layout, below, or see MARGINS for a more detailed discussion.

## 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 pages 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.

  When you're viewing Staff Systems, you'll notice a boldface number to the left 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

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.

## 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.

- **Go to the page containing the system you want to change.**

- **To indent a system, drag its upper-left handle. To move a system, click within the staff lines and drag.**

  Instead of dragging, you can enter values directly into the number boxes. See Edit System Margins dialog box for more information.

  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.

- **From the Edit Menu, choose Update Layout.**

## 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.

- **Go to the page containing the system you want to move.**

- **Click to select the system.**

- **From the Page Layout Menu, choose Edit Systems Margins.**

- **Enter a larger number in the Distance Between Systems text box. Make sure the Distance checked is the only box checked.**

- **Click Apply.** If the system doesn't move to the next page, continue increasing the Distance Between Systems and clicking Apply until it moves.

- **Click Close.**

- **From the Edit Menu, choose Update Layout.**

### To create variable-distance systems

See TO CREATE VARIABLE-DISTANCE SYSTEMS.

# 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.

### 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.

### To set the page size for all pages

- **Click the Page Layout Tool** .

- **From the Page Layout Menu, choose Page Size.**

- **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.**

- **Click OK.**

# 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 want, choose Space Systems Evenly from Page Layout Menu to center the remaining systems on the page.

- **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.

- **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), or reduce the music (REDUCING/ENLARGING).

- **Choose Update Layout from the Edit Menu.**

# Chapter 28: 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 tell PrintMusic! which staves or groups are to be extracted (you would specify a group so that both staves of a keyboard part will be extracted together, for example).

```
Extract Parts
 Staves                           Groups
┌─────────────────────┐  ┌─────────────────────┐
│ Flute               │  │ Celesta             │
│ [Staff 2]           │  │                     │
│ [Staff 3]           │  │                     │
│                     │  │                     │
│                     │  │                     │
│                  ▲  │  │                  ▲  │
│                  ▼  │  │                  ▼  │
└─────────────────────┘  └─────────────────────┘
 ☑ Apply Note Spacing              [ Save In... ]

 ?                        [ Cancel ]  [   OK   ]
```
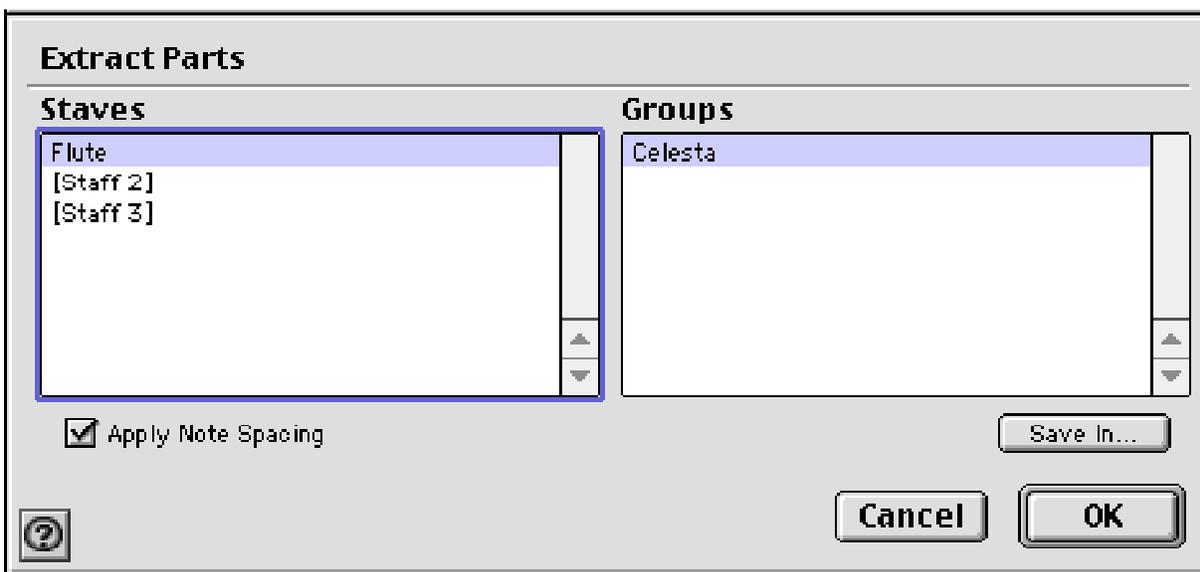
- **Staves • Groups.** The Staves list contains the name of each staff in the score, and the Group list contains the number of each group. Use the scroll bar to display all staves in the score. Click to select a single staff in the Staves list. Shift-click to select all staves between the currently selected 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, create a separate document for the extracted part, and open each part layered on top of each other. To switch between open documents, click on the Window Menu and select the desired file. For more information, see WINDOW MENU.

- **Apply Note Spacing.** Choose Apply Note 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.

- **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 or groups. Command-shift-click allows you to select additional ranges of staves or groups.
- **Choose a 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. When PrintMusic! is finished saving the parts, it will automatically open each part. To switch between open documents, click on the Window Menu and select the desired file. For more information, see WINDOW MENU.

## 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.

# Chapter 29: Printing

## Print dialog box

### How to get there
From the File Menu, choose Print.

### 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.

```
Printer:  [ R&D Printer1   ⬍ ]        Destination: [ Printer ⬍ ]        8.6.5

[ PrintMusic! 2001   ⬍ ]

                                ☐ Reverse Order
                                ☐ Collate Copies
                                ☐ Print Display Colors




[ Save Settings ]                   [ Cancel ]  [ Print ]
```
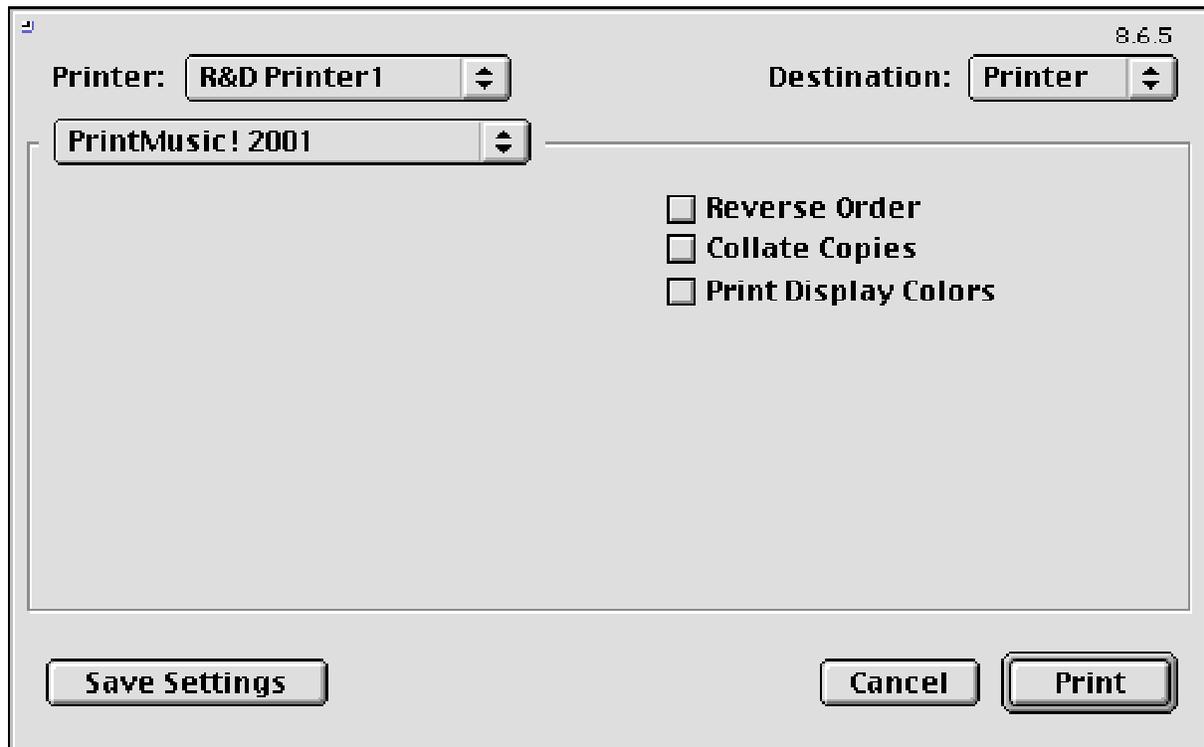
- **Print Range: All • From: ___ Through: ___.** Specify the page range that you want to print. Click All to print your entire score, or click From:___ Through: ___ to specify a particular range.

- **Copies.** Enter the number of copies you want to print.

- **Destination: File.** Choose this option to print to a file instead of to the printer.

- **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.

# 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.
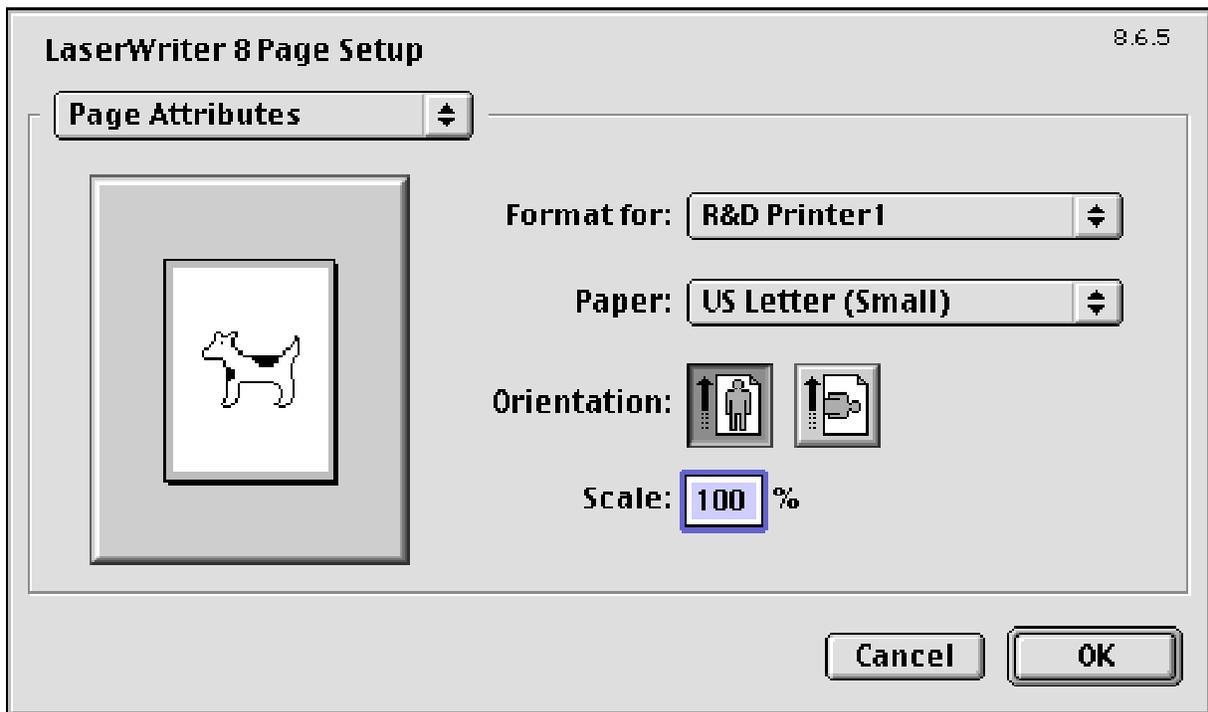


# Printing

### 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 by14 inches. If you're printing on a PostScript printer, make sure that the PostScript fonts are installed in you system. This is done automatically with the PrintMusic! Easy Install. (See FONTS for tips on choosing fonts.)

- **From the File Menu, choose Page Setup.** The Page Setup dialog box appears. Click Letter or Legal to specify the paper size. Specify the orientation by clicking Portrait or Landscape.
- **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.
- **From the Edit Menu, choose Update Layout.** By choosing Update Layout, you're reformatting the music so that no measures are unnecessarily wide or narrow.
- **From the File Menu, choose Print.** 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.

# Adobe PDF documents

The Adobe Portable Document Format (PDF) was developed by the Adobe company to provide a universal file format that preserves the fonts, formatting and graphics of a source document, regardless of what platform or application was used to create it. PDF files can be shared, viewed and printed by anyone with a free Adobe Acrobat Reader (You're using the Reader now to read this Manual.) We've provided this basic primer on PDFs because many PrintMusic! users want to create PDFs: to publish on the Web, to email to a friend, to give to publishers for further formatting, or to give to a print shop for printing. In order to *create* PDFs, you will need to buy Adobe Acrobat. For more information about these products, please visit Adobe's website at WWW.ADOBE.COM.

## To create a PDF document from a notation file

There's more than one way to create a PDF, but this method will give you more control over the results. See your Adobe Acrobat manual for full details.

- **Open the file in PrintMusic!.**
- **From the File Menu, choose Print.** The Print dialog box appears.
- **From the Destination popup menu, choose File.**
- **Click Save.** The Save dialog box appears.
- **Give the file a name (you may wish to save it to the Desktop for convenience) and click Save.**
- **Quit PrintMusic! and return to your Desktop.**
- **Drag the PostScript Listing (*.PS) file to your Acrobat Distiller or launch the Acrobat Distiller and open the file.** The Acrobat Distiller creates a PDF of your file in the same location and the same name before the period as your PostScript file.

## Troubleshooting PDF documents

For complete information, see your Adobe Acrobat Exchange documentation.

Problem: When I run the Distiller, I get the error message "...[font name] cannot be embedded due to licensing restrictions."

Solution: Update to Acrobat Distiller 4.05. Adobe ships Acrobat Distiller 4.05 free of charge to registered 4.0 users. For more information, visit www.adobe.com or call 1.800.272.3623.

# Chapter 30: Playback

## Playback Controls

### How to get there

Choose Playback Controls from the Window Menu.

### What it does

Playback Controls is a floating window that gives you tape-deck–like buttons for controlling the playback of your score.

Playback Controls supports PrintMusic!'s HyperScribe recording and playback functions as well. To start recording, you can click Record in Playback Controls when the HyperScribe Tool is selected.
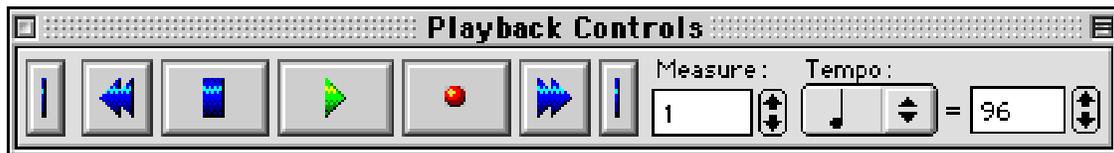
- **Rewind to Beginning ⏮.** Click this button to enter the number 1 into the Measure text box, which indicates where playback will begin. If the music is already playing back when you click this button, PrintMusic! will stop playback for a moment, jump to the beginning of the score, and resume playback 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).

  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. 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, click Play (or press Space again) to resume playback from the place you stopped.

- **Record •.** Click Record to start recording when HyperScribe 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.

  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 list.
- **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.

# 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.

| Command | Keyboard Shortcut |
| --- | --- |
| Begin/Pause playing (Playback Controls open) | Spacebar |
| Begin playing (Playback Controls closed) from the current measure | Spacebar–click in staff |
| Begin playing from current measure in the current staff only | Shift-spacebar–click in staff |
| Begin playing from current measure in the global staff list | Spacebar–click in between staves |
| Begin playing from measure one in the global staff list | Spacebar–click to the left of a staff system |
| Begin playing from measure one in the current staff only | Shift-spacebar-click to the left of a staff |
| "Scrub" onscreen music - all staves | Option-spacebar (and drag across music) |
| "Scrub" onscreen music - current staff only | Option-Shift-spacebar (and drag across music) |

- **Click on the screen to stop the playback.** PrintMusic! may take a moment to respond.

## To play back selected staves
- **From the Window Menu, choose Instrument List.** The Instrument List appears.

- **Click in the Play column so that the square disappears (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 squares disappear.

  Click again to reverse the status of a staff (click a Play square to make it solid again, or click a Solo circle to turn it off).

## 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.

- **From the MIDI Menu, choose All Notes Off.** 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 specify playback parameters

- **From the Options Menu, choose Play As Recorded, so that a checkmark appears.** When Play as Recorded is selected, you can hear your music exactly as you played it in HyperScribe or an imported MIDI file. You will not hear any adjustments to tempo or volume added later with PrintMusic! expressions or articulations.

## 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. See KEYBOARD SHORTCUTS - PLAYBACK for more information.

# Swing Playback

## To create swing playback (for the entire piece)

Note: This method is for generating swing feel from an otherwise "straight" score. (If you've used HyperScribe to record a performance, you can "capture" the swing feel. Make sure Play As Recorded is checked in the OPTIONS MENU). When you playback, you'll hear the music with your original feel, including swing, played back.)

- **From the MIDI Menu, choose Swing, then Standard.**

- **Click on Play.**

# Tempo (for playback)

This entry includes information on setting actual tempos for playback. To create metronome marking tempo indications (♩=120), see METRONOME MARKINGS.

## To set the initial playback tempo

The tempo you set with this procedure is the default starting tempo PrintMusic! uses when it plays back your score by "reading" the notated, quantized music.

• **From the Window Menu, choose Playback Controls.** Playback Controls appears.

• **Enter the starting tempo in the Tempo text box.** The number you type here is the standard metronome setting (beats per minute). Use the popup menu to set the note value—quarter note, for example.

## To modify the playback tempo

At any point in the score, you can insert a functional tempo marking (such as *Presto* or *Adagio*) that will actually change the tempo during playback (see METRONOME MARKINGS).

# Instrument List window

## How to get there

From the Window Menu, choose Instrument List.

## 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.

The Instrument List window also affects recording with HyperScribe. A column in the Instrument List, R, identifies which staves or layers of staves PrintMusic! will record into, and from which channels, during HyperScribe recording.

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.)

- **R.** A Record (R) column that specifies which staves or layers will be recorded into, with HyperScribe, 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.

  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 HyperScribe. 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.

- **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.

- **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.

  **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.)

- **P (Play).** In this column, a 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 circle appears, and the 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.)

  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.

- **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.

  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.

To edit an Instrument name, select Edit Instruments (see below).

- **Chan.** This column displays the MIDI channel assignment for each staff (or layer). To change this number, double-click, and type a new channel.

  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.)

- **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 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.

  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.

- **GM.** This column displays the General MIDI descriptive name of the Program number. By clicking on the name, you produce a popup menu containing all of the names. Select the desired GM name to have PrintMusic! fill in the matching Program Number.

- **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.

  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 Print-Music! 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.

• **Edit Instrument.** Click in the Channel, B or Program column and click the Edit Instrument button to display the Instrument Definition dialog box, where you can change all aspects of an instrument's definition, including the bank or program change information.

# 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.

To change the definition of an existing instrument, 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. If you're using OMS or FreeMIDI, you can select from instruments or patches defined by your OMS or FreeMIDI setup.

• **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 play-back. 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.)

  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.

# Instrument lists

## To assign staves to MIDI channels

- **From the Window Menu, choose Instrument List.** 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.

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.**

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.

# 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!.

- **From the Options Menu, choose Internal Speaker Playback.** A check appear beside this item in the menu. Now you're ready to set up your instrument sounds

- **From the Window Menu, choose Instrument List.** 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.

# Jazz Font Character Sets

## Jazz Character Set

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| A | (♯) | (♭) | (♭♭) | (𝄪) |
| B | ♭ | | ♭♭ | |
| C | | | | |
| D | | | | |
| E | | | | |
| F | | | | |
| G | | | | |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| H | 𝅗𝅥 | 𝅘𝅥 | 𝅝 | – |
| I | ♭ | ♯ | | ⊢⊣ |
| J | ⸳ | ⸳ | ⸳ | ⸳ |
| K | - | ⸳ | ⸳ | ⸳ |
| L | ⊢■⊣ | ▷ | ⸳ | ⦙ |
| M | ~ | ⸳ | ~~~ | ⸳ |
| N | ♮ | (♮) | ⸳ |
| O | ○ | ◇ | ∅ | 𝆑𝆑𝆑𝆑 |

| Key | Alone | With Shift | With Option | Option-shift |
|:---:|:---:|:---:|:---:|:---:|
| P | | | | |
| Q | | | | |
| R | | | | |
| S | | | | |
| T | | | | |
| U | | | | |
| V | | | | |
| W | | | | |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| X | ♪ | | | |
| Y | | | ◇ | |
| Z | | | | |
| 1 | | | | |
| 2 | | | | 15ᴹᴬ |
| 3 | | ♯ | | |
| 4 | | | | |
| 5 | | | | |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| 6 | 6 | ∧ | 6 | ≯ |
| 7 | 7 | 𝄞 | 7 | ▬ |
| 8 | 8 | * | 8 | PED. |
| 9 | 9 | ( | 9 | ◇ |
| 0 | 0 | ) | 0 | ▬ |
| ' | � | // | ≡ | 60° |
| - | ▬ | ▬ | ╱ | ╱ |
| = | ≣ | + | ∿ | △ |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| [ | (♯) | (♭) | (♮) | (♭♭) |
| ] | (𝄪) | ⟨ ⟩ | ⁒ | ✓ |
| \ | ╱ | ◇ | ⫻ | = |
| ; | ♪ | ♭ | ♫ | 𝄆 |
| ` | 15ᴹᴮ | ∿ | | |
| ' | ❜ | ◢ | ∿ | ⊤ |
| . | ▪ | ＞ | ⊓ | ＞ |
| / | ‖ | 𝄢 | ⬚ | ✗ |

| | | | | | |
|---|---|---|---|---|---|
| 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 | |

opt-U,sh-Y     tr        opt-`,sh-E          opt-I, sh-U

ctrl-Q, Sh-J

# Jazz Text Font Character Set

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|-----------|-------------|--------------|
| A | A | A | ♩ | ▬ |
| B | B | B | ⊕ | |
| C | C | C | ♩ | |
| D | D | D | ▬ | T |
| E | E | E | | ▬ |
| F | F | F | ♪ | U |
| G | G | G | @ | |
| H | H | H | | W |
| I | l | l | | ⚡ |
| J | J | J | ↑ | X |
| K | K | K | | Y |
| L | L | L | ♪ | Z |
| M | M | M | ⌞ | N |
| N | N | N | | |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|-----------|-------------|--------------|
| O | O | O | O | ⌐ |
| P | P | P | | |
| Q | Q | Q | | |
| R | R | R | Ʒ | M |
| S | S | S | | S |
| T | T | T | ⌎ | |
| U | U | U | | ⊣ |
| V | V | V | 4 | × |
| W | W | W | ⌣ | L |
| X | X | X | 6 | |
| Y | Y | Y | ⌐ | P |
| Z | 2 | 2 | ½ | |
| 1 | 1 | ! | 2 | C |
| 2 | 2 | @ | ⊤ | D |
| 3 | 3 | # | Ɛ | E |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| 4 | 4 | $ | (stroke) | F |
| 5 | 5 | % | (stroke) | G |
| 6 | 6 | (bar) | (bars) | H |
| 7 | 7 | & | (brace) | I |
| 8 | 8 | * | (brace) | (bar) |
| 9 | 9 | ( | | J |
| 0 | 0 | ) | ¼ | K |
| ' | ' | " | ¾ | ® |
| - | - | (bars) | | |
| = | = | + | | (stroke) |
| [ | ( | ( | | |
| ] | ) | ) | | |
| \ | (bar) | (bars) | 8 | 9 |
| ; | ; | : | *1st Chorus* | (box) |
| ` | o | ( | | |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| , | , | < |  |  |
| . | . | > |  |  |
| / | / | ? |  |  |

opt-U,sh-A

opt-E, sh-E    FINE

opt-N,sh-N

opt-U, sh-O

opt-U, sh-U

opt-E, A

opt-`, A

opt-I, A

opt-I, U

opt-U,U

opt-`, sh-A

opt-U, A

opt-N, A

opt-E, E

opt-`, E

opt-U, E

opt-E, I

opt-`, I

opt-I, I

opt-U,sh-Y

opt-I, sh-E

opt-U, sh-E

opt-N, N

opt-E, O

opt-`, O

opt-I, O

opt-U,O

opt-N, O

opt-E, U

opt-`, U

opt-`,sh-I

opt-I, sh-U

opt-`, sh-U

TM

opt-N, sh-A          opt-`,sh-E          R          opt-N, sh-O

opt-U, Y          A

# Jazz Chord Font Character Set

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| A | A | A | -7(b9 b5) | |
| B | B | B | o(Δ7) | Mi11(Δ7) |
| C | C | C | -11(b9 b5) | -6 |
| D | D | D | o7 | Mi11 |
| E | E | E | | +7 |
| F | F | F | | Mi13 |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| G | G | G | 7(#9/#5) | (NO 3RD) |
| H | H | 6/9 | ADD3 | Mi9(b5) |
| I | i | Δ6 | | Mi9(Δ7/#11) |
| J | J | Δ7 | | Mi11(b5) |
| K | K | Δ9 | ADD9 | Mi13(#11) |
| L | L | Δ13 | (OMIT 5) | Mi7(b9/b5) |
| M | M | Δ6/9 | 0 | MIN |
| N | N | Δ7(#11) | | Mi6/9(#11) |
| O | o | Δ9(#11) | MAJOR TRIAD (b5) | AUG |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| P | P | Δ6/9(#11) | DIM(Δ7) | o7(#9) |
| Q | Q | 6/9(#11) | (b9 b13) | (#9 b5) |
| R | R | Δ13(#11) | 13(#11) | |
| 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 | o7(b9) | MA9(#5) |
| X | X | SUS4 | (b9) | (NO 5TH) |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| Y | Y | sus4(b9) | DiM7 | Mi6 |
| Z | 2 | 7sus | | ADD11 |
| 1 | 1 | b | 7ALT | MA13 |
| 2 | 2 | Δ | +7(#9) | MA6/9 |
| 3 | 3 | # | 9(#5) | MA7(#11) |
| 4 | 4 | | 9(#11) | MA9(#11) |
| 5 | 5 | | 7(#11 #9) | MA6/9(#11) |
| 6 | 6 | 7sus4(b9)(ADD3) | 13(b5) | MA13(#11) |
| 7 | 7 | | 13(#9) | MA7(b5) |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| 8 | 8 | | 13(b9) | 9(b5) |
| 9 | 9 | ( | ø | MA7(#5) |
| 0 | 0 | ) | ø7 | MA9(b5) |
| ' | | ♮ | MAJOR TRIAD | +(Δ9) |
| - | - | sus2 | $\binom{\#9}{b13}$ | $\binom{\#9}{b9}$ |
| = | | + | +(Δ7) | |
| [ | 9sus | | $\binom{\#11}{b9}$ | $\binom{\#11}{\#9}$ |
| ] | 7sus4(b9) | | $\binom{\Delta7}{\#11}$ | MAJ |
| \ | 7sus4 | | (Δ7) | (b5) |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| ; | 13 | 11 | (#5) | mi11($\begin{smallmatrix}b9\\b5\end{smallmatrix}$) |
| ` | LYDIAN | | | |
| , | | ( | | mi(ADD2) |
| . | | ) | DIM | ADD2 |
| / | / | | MA | PED |

| | | | | | |
|---|---|---|---|---|---|
| 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($\begin{smallmatrix}Δ7\\#11\end{smallmatrix}$) | opt-N, O | 7(#5) |
| opt-U, sh-U | -11 | opt-E, I | -6/9(#11) | opt-E, U | 7($\begin{smallmatrix}b9\\b5\end{smallmatrix}$) |

| opt-E, A | $-13$ | opt-`, I | $-(\text{ADD}2)$ | opt-`, U | $7\binom{\#9}{b5}$ |
| opt-`, A | $-7(b5)$ | opt-I, I | $+7(b9)$ | opt-I, U | $7\binom{\#9}{b9}$ |
| opt-I, A | $-9(b5)$ | opt-U, I | $7(b9)$ | opt-U,U | $7\binom{\#11}{b9}$ |
| opt-U, A | $-11(b5)$ | opt-N, N | $7(\#9)$ | opt-`, sh-A | $(\#9)$ |
| opt-N, A | $-13(\#11)$ | opt-E, O | $7\binom{b9}{b13}$ | opt-N, sh-A | $(\#11)$ |
| opt-E, E | $-(\Delta7)$ | opt-`, O | $7\binom{\#9}{b13}$ | opt-N,sh-O | $\binom{b9}{b5}$ |
| 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) | | |

# Keyboard Shortcuts and Special Mouse Clicks

Commands that are new or changed in PrintMusic! 2002 are marked by a bullet (•).

## 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–\ |

## 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–` (accent) |
| Scroll View | Command–` (accent) |
| 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 |
| Change layers | Option-Command-layer number (1-4) |

## 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 or down the page in Page View | Page Up or Page Down |
| Next or Previous Page | Command-PageUp or Command-PageDown |
| Change layers | Option-Command-layer number |

## 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. |

## 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 |
| Display expression handles | Click the Expression Tool |
| 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 |

## HYPERSCRIBE TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Indicate where to begin transcription | Click a measure |
| End HyperScribe recording | Click anywhere on the score |
| End HyperScribe 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. | ↑ or ↓ using Type into Score |

## MASS MOVER TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Display the Fit Music dialog box | Command- M (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 vertically | 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 |
| Extend selection of measure horizontally to end or beginning | While holding down Shift, press → or ←. If "Select Partial Measures" is turned on, Shift-→ or Shift-← selects the end or beginning of the measure, then to the end or beginning of the score |
| 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, whether you are inserting or replacing is 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 (and measures) | Press delete |
| Move selected measures to the previous or next staff system | ↑ or ↓ |
| Erase selected music (leaving blank measures) | Press clear or shift-delete |
| Cancel a Mass Mover operation | Press command-period (.) |

## 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 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 |

## 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 |
| Move a system | Drag the system in Page View |
| Move a system without moving other systems | Hold down Option and drag the center of a staff system |
| Select handles | Drag-enclose to select handles |
| Select all handles | Command-A |

## REPEAT TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Display the Repeat Selection dialog box | Click a measure without a repeat |
| Display handles on a repeat | Click a measure with a repeat |
| 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 or control-click and select Resize Staff from the contextual menu. |
| • Reduce or enlarge a page, or a range of pages | In Page View, click the upper-left corner of the page or control-click and select Resize Page from the contextual menu. |

## SELECTION TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Switch to Selection Tool | Command-Shift-A |
| Select an item | Click on the item |
| Select the appropriate tool to edit item | With item selected, double-click or press return |
| • Select between overlapping items | Click on the item again to cycle through overlapping items |
| • Move a selected item | Click and drag the item |

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| • Restore the item to default positioning | Click to select the item, then hit clear |
| • Delete an item | Click to select the item, then hit delete or control-click the handle and select Delete |

## SIMPLE ENTRY TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| 128th Note through Double Whole Note | 0-8 |
| • 128th Rest through Double Whole Rest | Shift and a number key (0–7) or Enter-0 through Enter-8 on the Number Keypad |
| • Switch Tools and clear other selections | Double-click tool or quickly repeat tool selection keyboard shortcut |
| • Erase selected Note or Rest or select the Eraser Tool to delete accidentals, ties, dots or tuplets | Delete |
| • Make selected note sharp or select the Sharp Tool | S or + (plus) |
| • Make selected note flat or select the Flat Tool | F or - (minus) |
| • Make selected note natural or select the Natural Tool | Shift-8 or N or * (asterisk) |
| • Make selected note double-flat | V |
| • Make selected note double-sharp | X |
| • Lower selected note by half step or select the Half Step Down Tool | Shift-F or Enter- -(minus) |
| • Raise selected note by half step or select the Half Step Up Tool | Shift-S or Enter-+ (plus) |
| • Change selected note to a rest or toggle between Note and Rest Tools | R |
| • Add an augmentation dot to the selected note or select the Dot Tool | . (period) |
| • Tie selected note to the next note or select the Tie Tool | T or = (equals) |
| • Tie selected note to the previous note | Shift-T |
| • Toggle grace note state of selected note or select the Grace Note Tool | G or / (backslash) |
| • Toggle tuplet state (create new one or erase existing tuplet) of selected note or select the Tuplet Tool | 9 |
| • Access Simple Entry Tuplet Definition dialog box for duplet, septuplets or other tuplets | With the Simple Entry Tuplet Tool, shift-click the staff; or shift-9 with note selected |
| • Show/Hide a courtesy accidental on selected note | A |
| • Break/Join Beam on selected note | B |
| • Restore default beaming | Shift-B |

## SIMPLE ENTRY TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| • Show/Hide selected note or rest | H |
| • Flip stem on selected note | L |
| • Restore stem direction to "floating" status on selected note | Shift-L |
| • Add or remove parentheses around accidentals for selected note | P |
| • Select a note or rest | Option-click the note or rest |
| • Select a note or rest within a chord without clearing previous selection | Option-shift-click the note or rest |
| • Move selection one note/rest to the left<br>If no selection, select the last edited note/rest | ← |
| • Move selection one note/rest to the right | → |
| • Move selection one note up, if chord selected | Option-↑ |
| • Move selection one note down, if chord selected | Option-↓ |
| • Select all notes in selected chord | Command-A-click the chord |
| • Clear selection | Escape or Clear |

## 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 |
| Select all Smart Shapes on the page | • Option-A |
| Change the slur's ending or starting note | • Drag an endpoint handle |
| Change the slur's arc height | • Drag a center curve handle. |
| Change the slur's arc height and angle | • Shift-drag a center curve handle |
| Change the slur's arc and inset asymmetrically | • Drag an inner curve handle |
| Change the slur's arc and inset symmetrically | • Option-drag an inner curve handle |
| Create an 8va below the staff or 8vb above the staff | • Option-double-click and drag |
| Add a slur | S |
| Add a crescendo | < |
| Add a decrescendo | > |

## SMART SHAPE TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| • Add a trill | T |
| • Add a trill extension | E |
| • Add an 8va or 8vb marking | 8 |
| • Add a double-ended bracket | O |
| • Add a bracket | K |
| • Add a line | L |
| • Add a dashed line | D |
| • Add a glissando | G |

## SPEEDY ENTRY TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Remove note, rest or chord | delete |
| • Hide/show note or rest | letter O or H |
| Add or remove accidental parentheses | P |
| Jump to previous measure | [ (left square bracket) or shift-← |
| Jump to next measure | ] (right square bracket) or shift-→ |
| Flip stem in opposite direction | L |
| Restore stem direction to "floating" status | option-L |
| • Change to/from a grace note | ; or G |
| • Change to/from a slashed flagged grace note | ` (accent) or ; (semicolon) or G |
| Switch layers upward (from 4 to 1) | shift–↑ |
| Switch layers downward (from 1 to 4) | shift–↓ |
| Move editing frame down a staff | return |
| 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 (with MIDI, while playing note) |
| 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 rest (with or without MIDI) | shift–option-1-7 |
| Add double whole rest (without MIDI) | shift-8 (on numeric keypad only) |
| Add 128th rest (with MIDI) | shift–option-0 (zero) |

## SPEEDY ENTRY TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Add a rest (with Hands-Free MIDI) | play any three note cluster |
| 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) or shift-S |
| • Lower by a half step | – (minus) or shift-F |
| • Flat note | F |
| • Sharp note | S |
| • Natural note | N |
| • Double-sharp | X |
| • Double-flat | V |
| Previous note | ← |
| Next note | → |
| Move cursor down a step | ↓ |
| Move cursor up a step | ↑ |
| Remove note from chord | clear or shift-delete |
| • Change single note to rest | clear or shift-delete or R |
| • Tie/untie to next note | = (equals) or T |
| • Tie/untie to previous note | option = (equals) or shift-T |
| • Break/join beam from previous note | \ (backslash) or B |
| • Restore default beaming | Shift-B |
| Show/hide any accidental | * (asterisk) |
| • Show/hide a courtesy accidental | A |
| 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 |

## 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 |
| 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 Bracket 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 Bracket 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 Allow Individual Staff Spacing 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 | 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. Change the text in the Full Staff Name or Abbr. Staff Name text fields. |
| 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 |

## STAFF TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| 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 |

## TEXT TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Left Justify text in a text block | Command- [ (left square bracket) |
| Right Justify text in a text block | Command- ] (right square bracket) |
| Center Justify text in a text block | Command- ' (apostrophe) |
| Align Text block to the Left | Command-Shift- [ (left square bracket) |
| Center Text block Horizontally | Command-Shift- ' (apostrophe) |
| Align Text block to the Right | Command-Shift- ] (right square bracket) |
| 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 |

## TUPLET TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| Display positioning handles | Click the first note of a tuplet |
| Position tuplet | Drag a positioning handle |

## TUPLET TOOL

| Command | Keyboard Shortcut or Mouse Click |
|---|---|
| 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. |

## 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 |
| Begin playing from the clicked measure in the clicked staff only | Shift-spacebar–click in staff |
| Begin playing from the clicked measure in all staves | Spacebar–click in between staves |
| Begin playing from measure one in all staves | Spacebar–click to the left of a staff system |
| Begin playing from measure 1 for the clicked staff | Spacebar-shift-click to the left of staff |
| "Scrub" onscreen music - all staves | Option-spacebar (and drag across music) |
| "Scrub" onscreen music - clicked staff only | Option-Shift-spacebar (and drag across music) |

# Maestro Font Character Sets

## Maestro Character Set

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|-----------|-------------|--------------|
| A | (♯) | (♭) | (♭♭) | (𝄪) |
| B | ♭ | 𝄢 | ♭♭ | ♮ |
| C | 𝄴 | 𝄵 | *sffz* | *sfp* |
| D |  |  | *sfpp* | *ffff* |
| E | ♪ | ♪ |  | ' |
| F | *f* | *mf* | *ff* | *fff* |
| G | 𝄽 | ' | ♩ |  |
| H | ♩ | ♩ | ♩ | ▬ |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|-----------|-------------|--------------|
| I | ♭ | ♯ | | + |
| J | | | ▽ | |
| K | . | | | |
| L | | ○ | □ | |
| M | | | | |
| N | ♮ | (♮) | | ○ |
| O | ○ | ◇ | ∅ | *pppp* |
| P | *p* | *mp* | *pp* | *ppp* |
| Q | | | | |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| R | 𝄽 | 𝄾 | 𝄿 | 𝄿 |
| S | *s* | *sf* | *sfz* | *fp* |
| T | 𝄢₈ | ∿ | 𝄞⁸ | |
| U | ⌣ | ⌢ | | ⋀ |
| V | ∨ | 𝄞₈ | *8ᵛᵃ* | *8ᵛᵇ* |
| W | 𝅝 | ‖𝅝‖ | ▬ | ■ |
| X | 𝅘𝅥𝅮 | 𝅘𝅥𝅯 | 𝄾 | |
| Y | △ | ⊔ | ◇ | ◺ |
| Z | *z* | *fz* | *m* | |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| 1 | **1** | ➴ | *1* | ⟋⟋ |
| 2 | **2** | ⩘ | *2* | *15ma* |
| 3 | **3** | ♯ | *3* | 𝄪 |
| 4 | **4** | ♯₄ | *4* | ‖ |
| 5 | **5** | 𝄋 | *5* | ⊕ |
| 6 | **6** | ⌃ | *6* | ⋗ |
| 7 | **7** | 𝄞 | *7* | ▼ |
| 8 | **8** | ✳ | *8* | 𝄢ℯ𝒹. |
| 9 | **9** | ( | *9* | ◇ |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| 0 | **0** | ) | *o* | ◆ |
| ' | ♪ | // | ≣ | ' |
| - | — | — | ■ | ▲ |
| = | ≡≡ | + | □ | △ |
| [ | (♯) | (♭) | (♮) | (♭♭) |
| ] | (𝄪) | ( ) | ⸓ | ╱ |
| \ | \| | ◇ | ⸓⸓ | = |
| ; | ♪ | ♭ | ♪ | ♩= |
| ` | *15ᵐᵇ* | ~ | | |

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| , | , | ÷ | V | ⊤ |
| . | . | > | ▀ | > |
| / | ‖ | 𝄢 | ▯ | × |

opt-`,sh-E  ♮

opt-`,sh-I  

opt-U,sh-Y  tr

opt-N,sh-N  +

opt-E, A  

opt-U, E  

opt-U, Y  

opt-N, A  ‖

opt-`, Sh-A  /

opt-I, sh-E  

opt-U, sh-E  

opt-U,U  

opt-U, sh-O  

opt-`, A  

opt-E, I  

opt-I, A  

opt-E, E  r

𝄢 8

v

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V

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opt-`, sh-U  

opt-I, sh-U  

opt-E, sh-E  

opt-U, sh-U  

opt-I, E  

opt-`, I  

opt-U, A  

opt-N, N  

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n

# Maestro Percussion Character Set

| Key | Alone | With Shift | With Option | Option-shift |
|---|---|---|---|---|
| A | (♯) | (♭) | (♭♭) | (𝄪) |
| B | ♭ | ♭ | ♭♭ | ♮♭ |
| C | ▦ | ▦ | | |
| D | | | | |
| E | (◓) | (⊘) | | |
| F | ◉ | ⊘ | | |
| G | ✏ | ⬭ | | |
| H | ◖ | ⊗ | ⬭ | |
| I | ♩ | ♩ | | |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| J | ♭ | ♭ | | |
| K | ♮ | ♮ | | |
| L | ♯ | ♯ | ♯ | |
| M | ♯ | 𝄪 | ♯ | |
| N | ♮ | (♮) | | ♯ |
| O | ○ | ⌀ | | |
| P | ⌀ | ⊕ | | |
| Q | ⊕ | ⊕ | ● | |
| R | ▬ | | | |

| Key | Alone | With Shift | With Option | Option-shift |
|-----|-------|------------|-------------|--------------|
| S | ＼ | ／ | | |
| T | ◆ | ◇ | | |
| U | ◇ | ∕∕ | | |
| V | ◖o◗ | ‖ | | |
| W | ● | ‖o‖ | | |
| X | × | ⊗ | | |
| Y | × | ⊗ | | |
| Z | ✖ | ⊗ | | |
| 1 | ▲ | △ | | |

| Key | Alone | With Shift | With Option | Option-shift |
|:---:|:---:|:---:|:---:|:---:|
| 2 | ◗ | ◖ | | |
| 3 | ◆ | ◇ | | |
| 4 | ◢ | ◿ | | |
| 5 | ● | ⬭ | | |
| 6 | ■ | □ | | |
| 7 | ◆ | ◇ | | |
| 8 | ◣ | ◺ | | |
| 9 | ◢ | ◿ | | |
| 0 | ■ | □ | | |

| Key | Alone | With Shift | With Option | Option-shift |
|:---:|:---:|:---:|:---:|:---:|
| ' | | | | |
| - | ▼ | ▽ | | |
| = | | + | | |
| / | ╱ | ╱ | | |

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# What's New in PrintMusic! 2002

- **Improved Simple Entry.** Faster, **more intuitive** and **more powerful**. Common keyboard shortcuts can be **accessed from the number keypad**. See SIMPLE ENTRY in the Keyboard Shortcuts. **Select notes for editing** - **drag notes**, beam, slash grace notes, add accidentals, and more! See SIMPLE ENTRY.

- You **control the size** of the **Speedy Frame**. See SPEEDY OPTIONS DIALOG BOX. With **Auto Launch frame**, you'll **never have to click the measure to get started** entering music with Speedy Entry.

- **Don't let barlines come between you and editing!** Most Speedy Edit commands apply to the previous note when you've jumped to the next blank measure. See SPEEDY ENTRY in Keyboard Shortcuts.

- **Beams stay put** in Simple and Speedy Entry. Custom beaming won't change when you add or delete notes in the measure. See SPEEDY ENTRY and SIMPLE ENTRY.

- **Cross-platform font conversion makes sharing files easier.**

- **Smarter Smart Shapes!** Multiple handles for easier editing of Smart Shapes, like crescendos, slurs and brackets. See SMART SHAPE TOOL.

- **Contextual menus in Smart Shapes - force shapes to be horizontal, flip the direction of slurs** and more. See SMART SHAPE CONTEXTUAL MENU.

- **Engraver Slurs** - **avoid collisions** with stems, beams, noteheads, articulations, and accidentals for the **most beautiful slurs ever**! See ENGRAVER SLURS.

- **Contextual menus in the Time Signature and Key Signature** tools make it easier for you to **set time and key signatures on the fly.** See TIME SIGNATURE TOOL and KEY SIGNATURE TOOL.

- Now you can **save your PrintMusic! or MIDI files as SmartMusic Accompaniment files.** With the SmartMusic Studio® 7.0 subscription, you'll be able to open your own custom files and have the accompaniment follow you! See SMARTMUSIC ACCOMPANIMENT OPTIONS DIALOG BOX.

- **Improved Selection Tool!** Select, edit, delete and move items using only the Selection Tool. Click on an articulation and drag it around without needing to switch tools. Control-click on handles for more editing options. See SELECTION TOOL.

- **Even more items recognized by the Selection Tool: Tuplets, Time and Key Signatures and Clefs.** See SELECTION TOOL.

- **QuickHelp: help when you need it, where you need it.** Just click on the help button in a dialog box for fast, concise help.

- **New Template included with PrintMusic! 2002:** (See TEMPLATES)

  1. SATB (Two Staff) with Piano - Four staves (SA on Treble, TB on Bass, plus piano)

- **Improved Percussion mapping.** PrintMusic! will now automatically set up drum mapping for imported MIDI files and files created with the Setup Wizard.