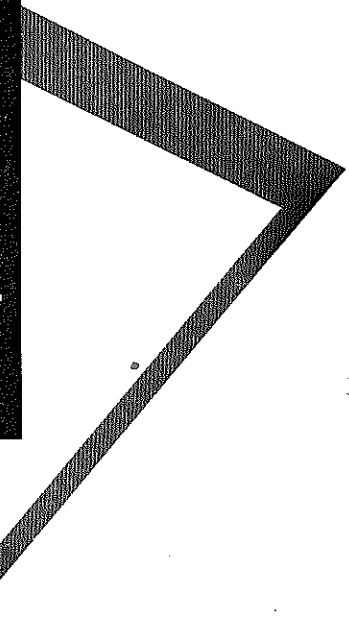
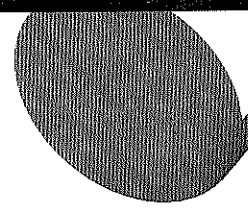
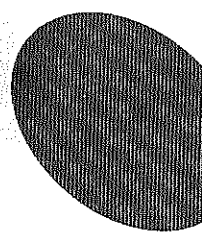


PYWARE™

MUSIC WRITER



for
Apple IIGs
Computers

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Pyware™ Music Writer

for

Apple IIGS

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■ About this Chapter

An Apple IIGS Operating System disk version 5.02 has been included with your program. You may ask "What do I need to run the Pyware™ Music Writer?", "Why do I need a separate disk to boot my program?" or "What is a **Boot disk?**" These and other questions concerning your Apple IIGS will be answered in this chapter.

■ Hardware Requirements

Required Hardware

- One 3.5" disk drive
- One meg of memory

Strongly Recommended

- Two 3.5" disk drives or Hard drive
- At least 1.25 meg of ram memory
- Transwarp Accelerator Card

Note: The program will run without the above recommended additions but you may encounter the following difficulties:

- If you do not have two 3.5" drives or a hard drive you will experience excessive disk swapping which will become very cumbersome after a while.
- If you do not have an Accelerator Card, the computer screen may not keep up with the music during the playback of large scores.
- If you do not have 1.25 megabyte of memory, it is possible your file size will be affected and will become a problem with medium to large size files.

■ Boot disks

In the past we have been able to place a disk in the drive and turn the computer on and "wah-lah" the system was loaded! This made life easy for the end user because all of the necessary files were contained on that disk, therefore recognized by the computer when it was turned on.

Apples' Operating Systems have become so large that the Operating System and the *Music Writer* will not both fit on one disk. This is why there are two disks.

- 1) The "boot" disk containing the Operating System.
- 2) The application disk containing the *Music Writer*.

Q:What does that mean to me as a Pyware™ user?

A: The computer has to first be turned on with a "boot" disk and then a separate disk containing an application can be loaded.

Q:What is a "Boot" disk?

A: A "boot" or "startup" disk is a disk containing code the computer uses to startup with. This disk should contain (in a system folder) all of the necessary information the computer will use in the course of running any application. This "boot" disk can either be a 3.5" floppy or a hard drive.

Note: For startup instructions refer to **Chapter 2 - The Guided Tour**.

For a more detailed listing of computer definitions you may not be familiar with refer to the **Glossary** in your **Apple IIGS Owner's Manual**.

■ Hard drives


A hard drive is a large storage device for your operating system, applications, and data files.

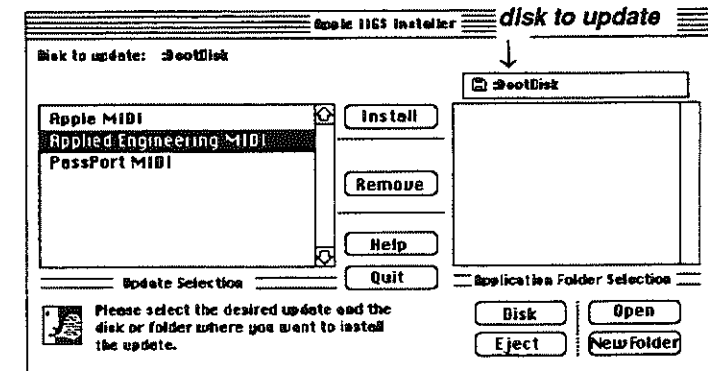
Operating system: Contains the basic operations of the computer.

Application: A program that puts the resources of the computer to use for some specific purpose.

Data: Information, especially raw or unprocessed information.

Installing your program on a Hard drive

- 1 Boot your computer with your hard drive.
- 2 Place the Music Writer disk into the 3.5" drive and double click the icon to display the contents if they are not already displayed.
- 3 Double click on the installer icon. 
- 4 Highlight the MIDI interface you will be using, and click install. Be sure the correct disk to update is displayed.



Note: For startup instructions refer to **Chapter 2 - The Guided Tour**.

■ Making a data disk

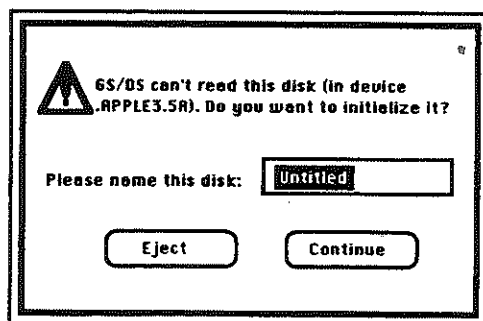
Because most applications are so large there is usually not room on the program disk to store both the program and data, therefore we must create our own data disk. A data disk is a disk that contains your work - music files, student records, charted drills, and so on. In order to store data on a disk it must first be formatted.

Formatting

Formatting a disk means to divide that disk into sections where information can be stored. This is also referred to as initializing.

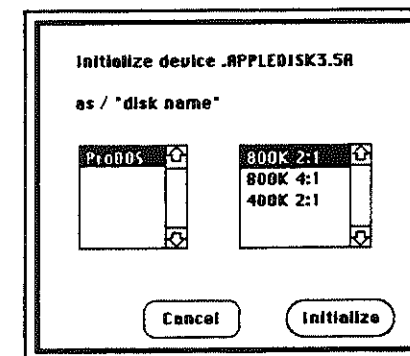
With one 3.5" disk drive

- 1 Turn the computer on with the boot disk in the drive.
- 2 After several seconds the desktop will appear.
- 3 Take the boot disk out of the drive and insert a *blank* disk into the drive. The computer will display:



- 4 Type the name you wish the disk to have and click **Continue** with your mouse.

- 5 Another window will display:

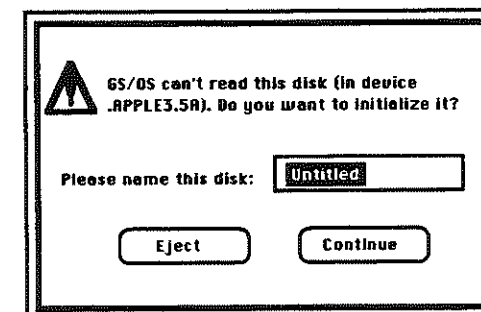


with your mouse click on **800K 2:1** and then click **Initialize**.

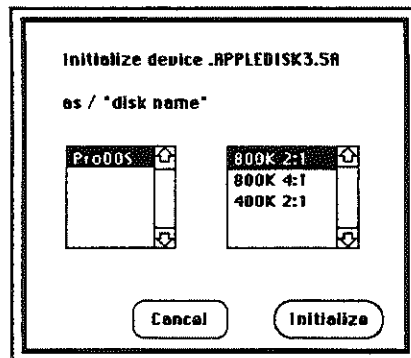
Note: When the computer has initialized your disk, a disk icon will appear on the desktop with the name you typed displayed under it.

With two 3.5" disk drives

- 1 Turn the computer on with the boot disk in the first 3.5" disk drive.
- 2 After several seconds the desktop will appear.
- 3 Insert a blank disk into the other 3.5" disk drive. The computer will display:



- 4 Type the name you wish the disk to have and click **Continue** with your mouse.
- 5 Another window will display:



with your mouse click on **800K 2:1** and then click **Initialize**.

Note: When the computer has initialized your disk, a disk icon will appear on the desktop with the name you typed displayed under it.

■ Making Backups

Making a backup copy of a disk is like making a photocopy of a paper document. This copy is made as "insurance" against any disasters that might befall the original.

Backing up your program

We highly recommend that you make one working copy of both disks contained in this package for use by the registered owner of this Pyware™ product. The original disks should then be stored in a safe location (usually somewhere other than the work

sight . . . i.e. at home in a filing cabinet or disk storage case). Should your working copy ever be damaged you then can easily and quickly obtain another working copy.

To do this follow the steps below:

With one 3.5" disk drive

- 1 Boot your computer with the 5.02 "boot" disk.
- 2 Place the "source" disk (the one you want to copy) into the drive and then eject it. Notice the icon stays on the screen.
- 3 Place your "destination" disk (a formatted disk) into the drive. For information regarding formatting refer to the above section.
- 4 Drag the "source" disk icon to the "destination" disk icon using your mouse.
- 5 Follow the screen prompts for swapping the appropriate disks.

With two 3.5" disk drives

- 1 Boot your computer with the 5.02 "boot" disk.
- 2 Place the "source" disk (the one you want to copy) into the drive first drive and the "destination" disk into the second drive.
- 3 Drag the "source" disk icon to the "destination" disk icon using your mouse.
- 4 The computer will write the information from the "source" disk to the "destination" disk.

Backing up your data files

As you work your data is safely stored on a "data" disk through the **Save** function on the **File** menu.

It is, however, a good idea to continually "backup" your files. Backups can be made by following the preceding instructions or by simply using the **Save As** function on the **File** menu and saving to a different disk.

If you consider each file as a printed copy of your document you would want to work with one copy and store the other in a safe place some distance from the original to ensure that if one is damaged it is unlikely the other would also be damaged by the same "disaster".

■ **Customer Support**

Pygraphics welcomes the opportunity to talk with you about any matters concerning computers and education. Should you have any need concerning your software, we are ready. If you have any suggestions on software updates, we want to hear them.

Please call us! Our number is (817) 481-7536.

To better assist you we will need information that you may not always have at your fingertips. Please take a moment to write this information in the spaces provided below to be assured that it is readily available.

Product name _____

serial # _____

version # _____

How to get this information

This information is displayed on the first initial Pyware™ screen. You also have access to it through the **Apple** menu.

- 1 With the system loaded pull down the **Apple** menu.
- 2 Choose **About Music Writer. . .** and the information will be displayed on your screen.

■ Introduction

The Pyware™ *Music Writer* is designed for the beginner, the creative musician or the professional. It offers full power in composition and notation on the Apple IIGS computer. With the *Music Writer* you will be able to copy, paste, sequence, and transpose your music. The *Music Writer* can print full scores and parts. You can use an Apple MIDI box to connect a synthesizer providing even more flexibility and features.

■ How to use this book

The Guided Tour is a step-by-step tutorial that leads you through a music writing session and gives you a basic understanding of how the *Music Writer* works.

We suggest that you read the Guided Tour immediately following. This will help you become familiar with the basic operation of the *Music Writer*. Following the tour, you should scan the remainder of the manual to be aware of all the system's features. Keep the manual near while you enter several examples of your own music. Try to start out easy then progressively increase the difficulty.

Other general information regarding your boot disk, formatting disks and making backups is in **Chapter 1 - Getting Started**.

You may also refer to the enclosed insert **Troubleshooting** for the answers to questions you may not know exactly how to ask and the explanations of certain error messages .

■ About this Chapter

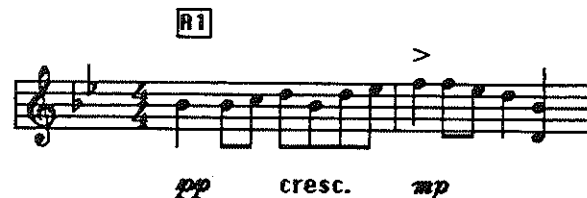
This chapter of the manual will cover the basic flow of operations in a music writing session. You should use this chapter to become familiar with the most frequently used functions in the system. There are other functions discussed in detail in the remaining chapters. Operation of the *Music Writer* is straightforward; however, if you don't read the manual, you will probably be working much harder than is necessary in your editing sessions.

Note: You will find it easier in the long run to read the manual and try each feature before you begin your first solo music writing session.

The average time to complete the tutorial is 30 minutes.

Carefully follow each step, don't skip anything. Please notice, ALL KEYPRESSES ARE UNDERLINED.

This is the music that you will write with this tutorial; however, we will purposely enter mistakes in order to show how easily the music can be edited.



■ Starting the program from floppy disk

Note: With the new GS Operating System and version 2.0 of the Music Writer we highly suggest using two 3.5" drives.

One 3.5" floppy disk

- 1 Boot your computer with the 5.02 boot disk.

- 2 Insert *Music Writer* Program disk into the disk drive.
- 3 Double click the disk icon to display the contents of the program disk if not already displayed.
- 4 Double click on the application icon titled *Music Writer*.
- 5 The *Music Writer* cover page will appear.
- 6 Click the OK button inside the cover page window to continue.

Two 3.5" floppy drives

- 1 Boot your computer with the 5.02 boot disk in one of the 3.5" drives and the *Music Writer* Program disk into the other 3.5" drive.
- 2 Double click the *Music Writer* disk icon to display the contents of the program disk if not already displayed.
- 3 Double click on the application icon titled *Music Writer*.
- 4 The *Music Writer* cover page will appear.
- 5 Click the OK button inside the cover page window to continue.

■ Starting the program from hard disk

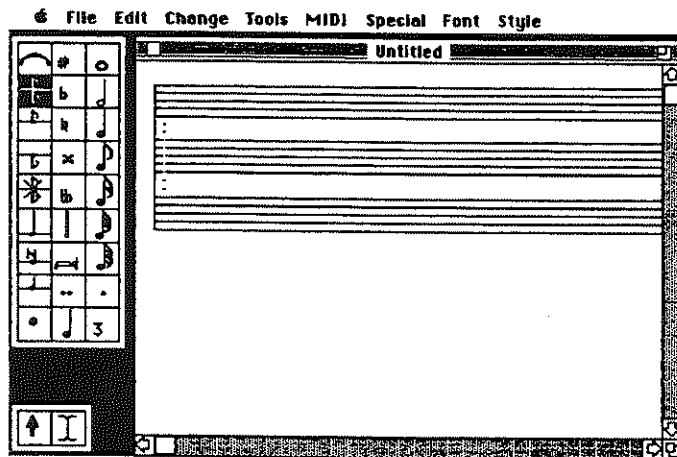
Note: The program must first be installed onto your hard disk. For installation instructions refer to **Ch.1 - Getting Started**.

- 1 Double click on the *Hard Disk* icon to display the content of the Hard disk unless it is already displayed.

- 2 Find the *Music Writer* application icon and double click it to load and run the program.
- 3 After several seconds the *Music Writer* cover page will appear.
- 4 Click the OK button inside the cover page window to continue.

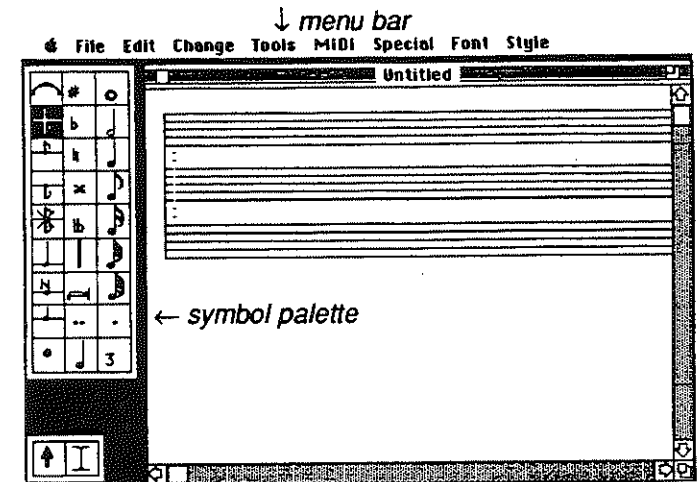
■ The main screen

From the **File** menu, select **New**, enter the number of staves and the main screen will be displayed:



The *menu bar* is the horizontal strip at the top of the screen that contains a list of words. Each word is a title of a menu.

The *symbol palette* is a collection of symbols that can be placed on the musical staff. There are twelve different *symbol palettes*. You can switch from one *symbol palette* to another by using the **Tools** menu in the *menu bar*.



■ The cursors

Move the mouse around and you will see a cursor following the mouse movement on the screen. There are four basic types of cursors on the *Music Writer*.



The type of cursor displayed depends on the current mode of operation of the program. For example, move the cursor to the *menu bar* and the cursor becomes a pointer. The pointer is mostly used to pick a function from the *menu bar* or to pick an item from the *symbol palette*. If you move the cursor over a staff (line of music) in the center of the screen, the cursor will change to one of three choices:

- 1) an **I-Beam** which is used to select ranges of notes for edit and change operations,
- 2) a **cross hair** which is used for placing, removing, and adjusting notes and symbols, or
- 3) a **larger cross hair** which is used when manipulating staves with the Staff Tools.

Note: You can easily change from pointer to I-Beam by pressing the **P** for pointer and the **I** for I-Beam.

■ Using the mouse

Following are different mouse techniques you will be using in the Guided Tour.

- click pressing and releasing the mouse button. When you want to choose something, you point to it and *click* the mouse.
- drag holding down the mouse button while moving it across a particular range of music or down a list in a *pull-down menu*. Releasing the button chooses a particular range of music or highlights an item on the menu.
- select used when a particular range of music needs to be edited or played. In order to *select*, the I-Beam must be displayed. Hold down the mouse button and *drag* across the range you want to choose. Releasing the button *selects* that particular music range.



keyboard equivalents

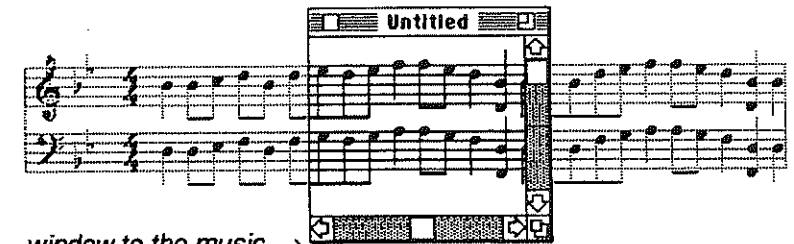
Certain key combinations can be used instead of choosing a command from a *pull-down menu*. Keyboard equivalents to *pull-down menus* are shown on each menu to the right of the item. For other shortcuts refer to your *Quick Reference Card*.



command key

■ Moving around in the music

Moving around in the composition is achieved by *scrolling*. *Scrolling* moves music on the screen so you can see different portions of it. Imagine music as one continuous line that extends to the left and right of your computer screen. The window on the screen isolates a portion of this continuous line. When scrolling left or right, you move the window left and right across the long line of music.



↔
scrolling left and right moves the window over the music

Scroll bar

When you have more staves of music than will display in the vertical direction on the screen, you can use the vertical scroll bar to move the window up and down on the music.



scroll bar

Scroll arrows

The scroll arrows are located on both sides of the long grey strips called the scroll bar.

To scroll inch by inch: with the mouse click the arrow that points in the direction of the music you want to see.



Shortcut: Holding down the <option> key and pressing the appropriate arrow key on the keyboard will give you the same results.

Grey area

To scroll by the screenful: click the grey area of the scroll bar.



↑ ↑ click in the grey area

Shortcut: You can scroll one screen at a time by holding down the <command> key and pressing the appropriate arrow key on the keyboard.

Scroll box

The scroll box is the white box located in the scroll bar. The position of the scroll box in the scroll bar indicates the position of what is in the window relative to the complete file.

Note: When all of the music will fit into the window, the scroll box is not displayed.

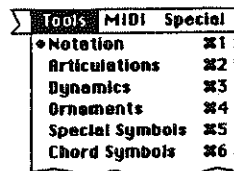


↔ drag this box

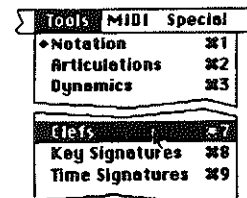
To scroll quickly to any part of the document: drag the scroll box to a place in the scroll bar that represents the approximate position you want to see; for example, if you need to view the last page, drag the box to the end of the scroll bar.

■ Clefs, time signatures & keys

- 1 Select the *symbol palette* called **Clefs** by positioning the pointer on the word **Tools** found in the *menu bar*. Press down the mouse button and hold.



- 2 While holding down the mouse button, drag the pointer to the word **Clefs**, then release the mouse button.

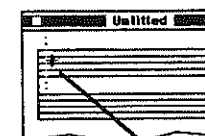


Notice the *symbol palette* on the left side of the screen now displays **Clefs** symbols.



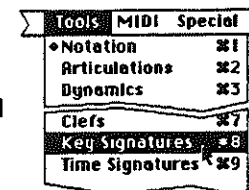
- 3 Move the pointer to the *treble clef* symbol and click the mouse to highlight.

- 4 Position the cross hair on the left end of the top staff and click the mouse. This will place the treble clef on the staff.

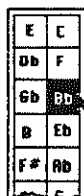


cross hair

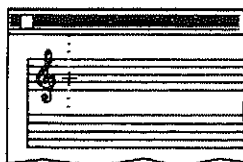
- 5 Next, enter a key signature. **Keys** are found on a different *symbol palette*. Position the pointer on the word **Tools** in the *menu bar*. Press and hold down the mouse button while you drag the pointer to the word **Keys**, then release the mouse button.



- 6 Move the pointer to **Bb** on the *symbol palette* and click the mouse to highlight.

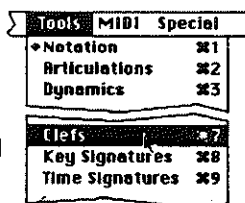


- 7 Now, position the cross hair to the right of the treble clef sign on the staff and click the mouse to place the key signature.

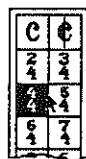


Note: Holding down the <command> key while clicking the mouse will place the **Key Signature** on every staff. This also works for **Time Signatures**, and **Dynamics**.

- 8 Next enter the time signatures. The time signature is found on the *symbol palette* **Time Signatures**. Position the pointer again to the word **Tools** in the *menu bar*. Press and hold down the mouse button while you drag the pointer to the words **Time Signatures**, then release the mouse button.

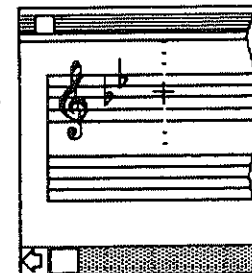


- 9 Choose the time signature located on the left side of the *symbol palette*. Move the pointer to the 4/4 and click the mouse to highlight.



- 10 Position the cross hair to the right of the key signature on the musical staff and click the mouse.

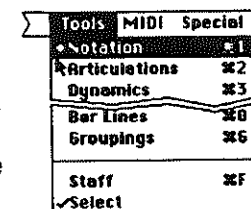
The staff is now set up to enter notes.



■ Adding musical notes

Notes are entered in much the same way as clefs and time signatures. Don't worry if you make a mistake, the next section covers how to delete and re-enter.

- 1 Notes are found on the *Notation symbol palette*. Position the pointer on the word **Tools** in the *menu bar*. Press and hold down the mouse button while you drag the pointer to the word **Notation**, then release the mouse button.

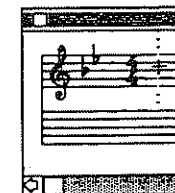


- 2 Move the pointer to the **quarter note** on the *symbol palette* and click the mouse to highlight.



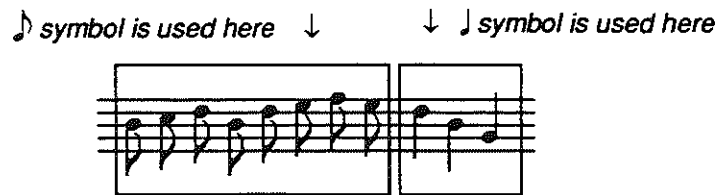
Shortcut: Press the **q** on the computer keyboard and the quarter note will be highlighted. For other shortcuts refer to your *Quick Reference Card*.

- 3 Position the cross hair to the right of the time signature on the middle line of the staff. The location of the cross hair will indicate the pitch of the note. Once found, click the mouse.



- Repeat steps 2 and 3 to place into your music the notes shown below. The next note you are going to enter is an 8th note so be sure to change the *symbol palette* to the correct symbol (quarter or eighth) for each note!

Important: Make sure the ledger marker that follows the cross hair is located on the staff where you want the notes placed.



Adjusting notes

If you enter a pitch that is too high or too low, place the cross hair on top of the note and press the <up> arrow to raise the note and the <down> arrow to lower the note. You can also use the <left/right> arrow keys.

Exchanging note values

With the cross hair over the note you want exchanged hold the <option> key and click the mouse, this will exchange the closest note with the note highlighted on the *symbol palette*.

Exchanging chord values

Double clicking with the <option> key down will change the duration of an entire chord.

Note: If you make a mistake; deleting, inserting, and adding symbols, such as notes are found in the next two sections.

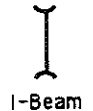
■ Deleting notes and symbols

When entering notes, bar lines, etc., you may make a mistake in the pitch, duration, or placement of a note. To correct the mistake you simply delete and re-enter the right information. There are special high-speed commands for error corrections on your Quick Reference Card.

Following is an example of deleting a note:

- To select a note that has been placed on the staff in error, you need to use the I-Beam. The I-Beam is displayed at the lower left corner of the screen. To activate the I-Beam you can highlight the icon using the mouse, or press the ⌘ for I-Beam.

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- Position the I-Beam on the last note on the staff and click the mouse. Notice the note is now highlighted.

Note: For ways to select large ranges of music refer to **Chapter 11 - Editing features**.



- Press the <delete> key and the highlighted note will disappear.

Shortcut: When deleting only one symbol simply place the cross hair directly over that symbol and press the <delete> key.

■ Inserting and stacking notes

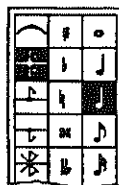
There are two ways to add notes to existing music.

- **INSERTING**, which makes room for a new note between two existing notes.
- **STACKING**, which usually creates "divisi" chords.

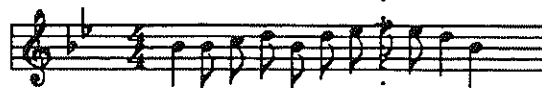
Inserting

If you have two notes and you would like to place a new note between the two, you will be inserting.

- 1 Move the pointer to the **quarter note** and click the mouse to highlight.
- 2 Position the cross hair to the right of the place you want an insertion as shown below:



position cross hair here ↓



- 3 While holding the <shift> key, click the mouse. A space has been made for the note where the cross hair was located and the note is now inserted into the space.

Inserting large sections

If you need to add several notes or symbols you can simply push the <caps lock> key down and leave it.

Note: Be sure and release the <caps lock> key when entering notes as normal.

Stacking

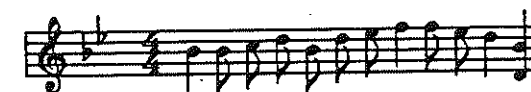
If you have two or more notes you wish to be in the same vertical location on the staff, you will be stacking.

Note: Make sure the <caps lock> key is not down when stacking notes.

- 1 Move the pointer to the **quarter note** and click the mouse to highlight.
- 2 Position the cross hair over an existing note at the pitch shown below:



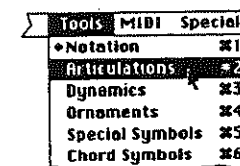
- 3 Click the mouse. The notes have now been stacked to form a chord.



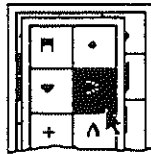
■ Articulations and dynamics

Now add articulations and dynamics to the example. Articulations show the way a note is played. Dynamics show how loudly a voice is played.

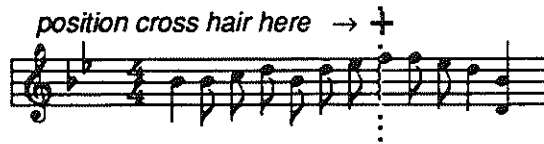
- 1 Position the pointer on the word **Tools** in the *menu bar*. While holding down the mouse button, drag the pointer to the word **Articulations**, then release the mouse button.



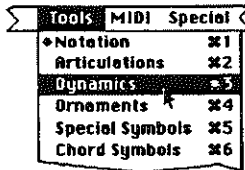
- 2 Move the pointer to the articulation shown and click the mouse to highlight.



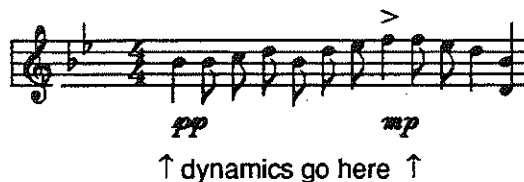
- 3 Position the cross hair at the location shown below and click the mouse to place the articulation above this note.



- 4 Dynamics are entered the same way as articulations; however, dynamics are located on the *symbol palette* called **Dynamics**. From the **Tools** menu, select **Dynamics**.



- 5 Place the dynamics on your staff in the same way that you did the articulations.

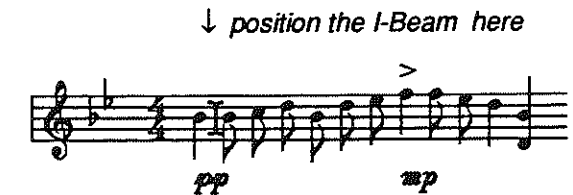


Shortcut: Holding down the <command> key will enter the dynamics on every staff.

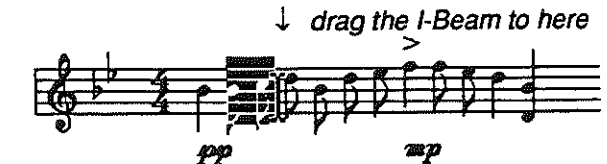
■ Beaming notes

- 1 To select several notes to be beamed, you need to use the I-Beam. The I-Beam is displayed at the lower left corner of the screen. To activate the I-Beam you can highlight the icon using the mouse, or simply press **I** for I-Beam.

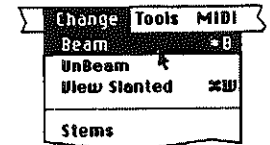
- 2 Position the I-Beam at the location shown.



- 3 While holding down the mouse button, drag the mouse to the right until both eighth notes in the range are selected, then release the mouse button.

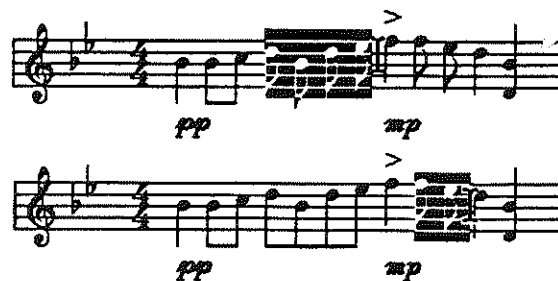


- 4 From the **Change** menu, select **Beam**. The beamed notes will stay highlighted until you select new notes to beam.



Shortcut: Holding down the <command> key while pressing the **B** may also be used. For more shortcuts refer to your Quick Reference Card .

- Repeat this process by selecting each note range to be beamed and then from the **Change** menu, select **Beam**. The notes to be beamed are shown below.



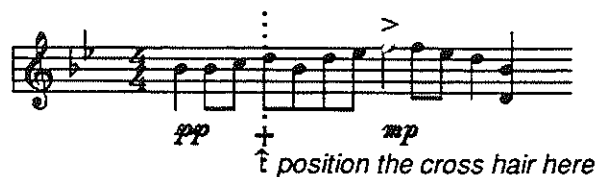
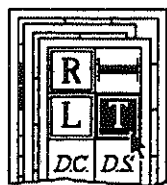
Note: If you select more than one staff or more than one measure, the *Music Writer* will beam groups of notes automatically into one count units.

■ Adding text

Words and statements are called text. In the example, add the word "cresc."

Note: There is a special function for entering lyrics that will be covered in later chapters.

- From the **Tools** menu, select **Specials**.
- Move the pointer to the **Text** icon and click the mouse to highlight.
- Position the cross hair at the location shown and click the mouse.



- A cursor will appear at the above location. Type **⌘ r** **⌘ s** **⌘ c** and press **<return>**.

Note: Some dynamics may disappear while entering text. Simply redraw the screen by holding down the **<command>** key and pressing the **R** and they will reappear.

Editing Text

Text can be moved up or down by placing the cross hair over the text and pressing the **<up/down>** arrow keys. To delete text you simply place the cross hair at the front of the text and press the **<delete>** key. To change the text click on the first letter of the text and type the correction.

■ Adding rehearsal markers

Rehearsal markers are letters or numbers that you choose to mark certain places in your music for rehearsal purposes.

- Move the pointer to the **Rehearsal markers** icon and click the mouse to highlight.
- Now move the cross hair to the location on the staff (shown below) for the rehearsal marker and click the mouse.
- Type in the characters **A 1** and press **<return>**. "A1" will appear inside the marker at the location designated.



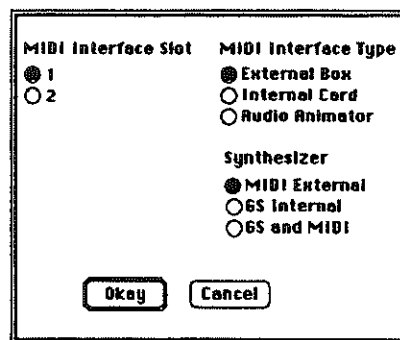
Note: When adding rehearsal markers be sure to place them on the bar lines to avoid the movement of notes.

Editing rehearsal markers

Rehearsal markers can be moved by placing the cross hair over the text and pressing the <up/down> or <left/right> arrow keys. To delete a rehearsal marker simply place the cross hair over the rehearsal marker and press the <delete> key.

MIDI Options

The MIDI Options window allows you to set the software to follow the correct MIDI information including:



- MIDI Interface Slot
- MIDI Interface Type
- Synthesizer

This window is found under the MIDI Menu and should be set to the correct MIDI information prior to attempting to record or playback any data through MIDI.

Playing your music

Now play the music that you have entered.

- 1 From the MIDI menu, select Play.



- 2 A Play window will appear.
- 3 To change the tempo either click on the arrows by the tempo box or click on the displayed tempo, and type the tempo you wish to use.
- 4 Press the Play button.

Adding notes using the MIDI Mouse

This section requires synthesizer keyboard skills. If you are not using a synthesizer then skip this section. The *MIDI Mouse* is used to place notes on the staff using your mouse and your MIDI synthesizer. The *MIDI Mouse* can be turned on and off by selecting the *MIDI Mouse* option from the MIDI menu. You will use the *MIDI Mouse* to add more notes to the example you're already working on as shown.



- 1 If the *MIDI Mouse* is off; from the MIDI menu, select MIDI Mouse to turn it on.
- 2 If the Notation palette is not active; from the Tools menu, select Notation.
- 3 You can set the duration of the note by clicking the note value on the Notation palette. There is also a shortcut for setting note values.

Shortcut: Press the letter that stands for the note value; for example, for eighth note you would press E. We want to enter quarter notes, so press Q. For other shortcuts refer to your *Quick Reference Card*.

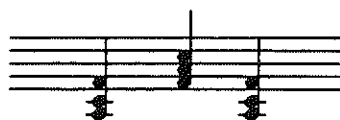
- Go to the end of the music and position the *ledger marker* on the staff.



- Press the desired pitch on the synthesizer and the notes will appear as quarter notes in the correct position on the staff. In this example you will use the notes F, A, and C to create an F chord. Press F, A, and C on the synthesizer simultaneously as shown below.



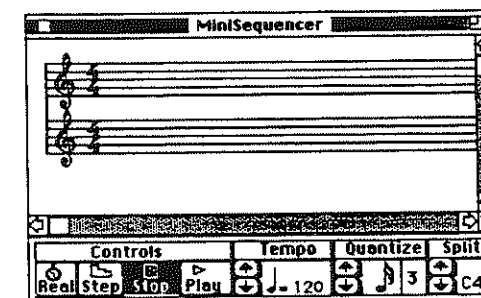
- Move the ledger marker to the right and continue this same process to create the following chords:



■ Adding notes using Real Time Record

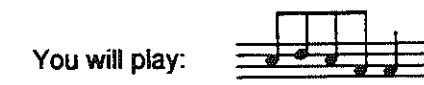
Real Time is used to record using a MIDI synthesizer so that the computer determines the duration of the notes according to the way you play them. The value that the computer "rounds off" to can be changed to accommodate different players.

- Highlight the I-Beam tool located at the lower left corner of your screen with the mouse or press I.
- Click the mouse on the position of the staff you wish the recorded music to begin. In this case we will continue on with the current example.
- From the MIDI menu, select **MiniSequencer**.
- A window will be displayed with the options available for input through a MIDI synthesizer.



Here you will change the quantization value by clicking on the up arrow next to **quantize** to change the sixteenth note to an eighth note. This is important because the computer will now quantize (round off) to the nearest eighth note.

Choose **Real** and you will hear a metronome clicking with a four beat introduction, it is important that you begin playing on the fifth beat.



Click the **Real** button. After hearing one full measure of preparatory beats begin playing.

- 5 Should you need to make any corrections on the notation you can make adjustments the same as you did your music when entering the notes with the mouse. You will now place the MIDI input back into your document. From the MIDI menu select **Insert to document**.

Note: Here you have two options **Insert to document** or **Align to document**. As with **Insert** vs. **Align** these options allow you to place the MIDIed information into your document. **Insert** will move the document to the right, and **Align** will align the music currently in the **MiniSequencer** with the document.

Record Options

Record Options allows you to choose the **Accidental Bias**, **Clock Sync**, **Beams**, **Play with Record**, and **Metronome** settings. **Record Options** is found on the **MIDI** menu.

A window will be displayed with several record options:

Accidentals Bias	Metronome
<input checked="" type="radio"/> Follow	<input type="radio"/> None
<input type="radio"/> Sharps	<input checked="" type="radio"/> Internal
<input type="radio"/> Flats	<input type="radio"/> MIDI
Clock Sync	Pitch <input type="text" value="96"/>
<input checked="" type="radio"/> Internal	Channel <input type="text" value="1"/>
<input type="radio"/> External	
<input checked="" type="checkbox"/> Add Beams	<input type="checkbox"/> Play with Record
<input type="button" value="Okay"/>	<input type="button" value="Cancel"/>

Accidental Bias determines how the *Music Writer* displays accidentals. You may choose **follow** which will cause the computer to follow the **key signature** in determining choice of sharps or flats.

Add Beams will automatically beam the notes into their proper increments.

Clock Sync specifies internal or external clock sync. Use internal clock sync unless you are dumping a previously recorded sequence from an external sequencer.

Play with Record allows you to play the current document as you record more data. The range selected in the document will play along with you as you play your synthesizer.

Metronome allows you to determine the source of your metronome. You can select from the following: 1) none, 2) internal, and 3) MIDI. Under MIDI you can set the pitch from 1-127 and the channel from 1-16. This is useful when using an added drum machine to improve the sound quality of the metronome.

Step Time vs. Real Time Record

Step Time is used to set the duration value on the keyboard as you play into your MIDI synthesizer. This is done quickly by using the keypresses found on your *Quick Reference Card*.

Real Time is used to play on a MIDI keyboard and have the computer determine the duration by the length the note was played. This takes accurate keyboard ability and is a different touch than playing a regular piano.

For further details on **Step Time** and **Real Time** as well as other options with a MIDI keyboard see **Chapter 6 Entering notes with MIDI**.

The Guided Tour covered basic techniques used with all other functions, but did not cover all possibilities of the system. By completing the Guided Tour you will now better understand the operations when described in the remaining chapters of this manual.

■ About this Chapter

The *Music Writer* commands are found in the *menu bar* at the top of the screen. Each item on the *menu bar* contains a group of related functions; for example, the **File** menu contains all commands that deal with loading, saving and printing files. This section lists each *menu bar* item and their associated commands.

■ Apple menu

About Music Writer

Displays the serial number, version number, edition, and owner of the program currently loaded.

Control Panel

Desk accessory when computer is booted with 5.02 that allows the user to tell the computer what types of devices are being used.

■ File menu

- New** Creates a new music file in memory and displayed blank staves on the screen.
- Open** Loads a preexisting music data file from a disk and displays the music on the screen.
- Close** Removes a file from memory and the screen. If changes were made to the file, you will be asked if you want to save the file.
- Save** Writes the music that is displayed on the screen to a data file on a disk for storage.

Save As

Writes the music that is displayed on the screen to a data file on a disk for storage. You are given the opportunity to change the file name before saving.

Revert

Removes the displayed version of a music file from the screen and loads the last version of the music file that was saved to a disk.

Open MIDI File

Loads a MIDI file designed on any third party sequencer which supports standard MIDI files.

Save As MIDI File

Saves your current file as a MIDI file that can now be read by any third party sequencer that supports standard MIDI files.

Page Setup

Changes the parameters that control the way the music appears on the page.

Print Options

Allows you to change note spacing, margins, label placement, and page numbers.

Print

Sends current document to the printer, the document must be saved first.

Quit Exits the program.

■ **Edit menu**

Undo If used immediately after a change is made on the music, **Undo** will undo the change. This option is not functional on all types of changes.

When it is not functional **Undo** will appear in grey on the menu.

Cut Removes selected music from the file and stores the selection in temporary memory called the clipboard.

Copy Makes a copy of selected music and stores the copy in temporary memory called the clipboard.

Paste/Insert

Places any music that is currently in the temporary memory (the clipboard) at the selected location on the music moving other music to the right.

Paste/Align

Places any music that is currently in the temporary memory (the clipboard) into the current document in alignment with the current music.

Clear Removes selected music from the file and does not store the selection in the clipboard.

Shift Shifts the notes of a selected range of music up or down on the staff.

Transpose

Transposes the notes and keys of a selected range of music on the staff.

Invert Inverts the melodic pattern of a selected range of music on a staff.

Realign

Lines up the notes on all staves in the proper rhythm spacing.

Select All

Selects all of the music in a file.

■ Change menu

Beam Connects selected notes with a beam. When notes are selected across bars (measures) then the notes are beamed in groups.

UnBeam
Disconnects the beams of selected notes.

View Slanted/View Straight
Shows beamed notes with slanted or straight beams depending on your preference.

Stems
changes the stem direction of a selected range.

Auto Bar
Inserts bar lines in a selected range of music.

Unbar
Removes the bar lines of a selected range of music.

Number Measures
Automatically numbers the music and will print each number on the screen at an increment that you specify.

Page/line breaks
Allows you to insert line and page breaks into the selected range.

Rhythm
Doubles or halves the rhythmic values of a selected range.

Performance
Allows you to change performance aspects of the music, such as rhythm, articulations and dynamics.

Selection

Allows you to change the way the computer selects ranges. You may use; all symbols, notation only, or lyrics only.

■ Tools menu

Notation

Displays notation symbols on the symbol palette. Used mostly for entering notes with the mouse.

Articulations

Displays articulation symbols on the symbol palette.

Dynamics

Displays dynamic symbols on the symbol palette.

Ornaments

Displays ornament symbols on the symbol palette. Used mostly for string bowings and trills.

Specials

Displays special symbols on the symbol palette. Used mostly for unique symbols, text and lyrics.

Chord Symbols

Displays chord symbols on the symbol palette.

Clefs Displays staff clef symbols on the symbol palette.

Keys

Displays key signature symbols on the symbol palette.

Time Signatures

Displays time signature symbols on the symbol palette.

Bars

Displays bar line symbols on the symbol palette.

Groupings

Displays symbols that span over several notes on the symbol palette. Such symbols are crescendos, slurs, endings.

Staff Displays staff tools on the symbol palette. These tools are used to add, edit and move staves on your music.

Select Allows you to change the selection option of the I-Beam pertaining to lyrics and voices.

■ **MIDI menu**

Mini Sequencer

Creates a window for MIDI input and editing to be pasted into a document at a later time.

MIDI mouse off/on

Allows you to use your synthesizer as a mouse working very similar to step time.

Insert to Document

Inserts the current Mini Sequencer file into the document you are currently working on.

Align to Document

Writes the current Mini Sequencer file into the document you are currently working on. Aligns the notes to be rhythmically correct.

Record Options

Allows you to change options regarding MIDI reading such as accidentals, beaming, metronome, and clock sync.

Play Plays the music through your synthesizer.

Play Options

Settings which change the way the music is played. Settings include options such as tempo, program, transpose during play, and MIDI channel.

MIDI Options

Allows you to change designated location for MIDI input and playback, including: MIDI interface, type, slot location, and type of synthesizer.

■ **Instrument menu**

Gives a listing of the instruments currently loaded into the program, allowing you to change the instrument each stave is designated to play back.

Replace

Allows you to change the current instrument library.

■ **Special menu**

Jump to marker

Jumps directly to a rehearsal marker on the screen.

Jump to measure

Jumps to an indicated measure number on the

screen. When the page preview window is the front window, this becomes **Jump to Page** and will jump to the desired page for preview.

Jump to staff

Jumps up or down on the screen to display an indicated staff.

Redraw Screen

Redraws the music on the screen. This is useful when some editing functions do not completely clean the screen of old information.

Hide Labels / Show Labels

This command shows or hides the staff labels on the screen.

Edit Header

Makes changes to the header of the music. The header usually contains information such as the music title and composers name. The header is used when printing.

Edit Footer

Makes changes to the footer of the music. The footer usually contains information such as the copyright. The footer is used when printing.

Page Preview

Displays on the screen the page as it would appear when printed.

Choose font

Allows you to change the font and style of any highlighted text.

■ About this chapter

This chapter explains in detail how to set up the way you want the staves to appear in your score system. You can:

- increase or decrease the number of staves,
- connect with braces '{' or brackets '}',
- increase or decrease the space between the staves, and
- save in a template file for future use.


This chapter also covers the placement of the clef sign, time signature and key signatures.

■ Staff placement

The staff placement tools are located on the **Staff Tools symbol palette**.


These tools are used to add, remove, and relocate staves on your display. You can also use these tools to change attributes of the staves. For example, you can change a staff displaying 5 lines, to a staff displaying 3 lines. You may also choose to display a one line staff for percussion. This section details each tool and how it is used.

Moving Staves

- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Highlight the  staff tool.
- 3 Click on the staff you wish to move and drag it to its new location.


Note: There must be adequate space in the document to move stave. If there is not refer to the next section...*Adding space between staves.*

Adding space between staves

- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Highlight the  staff tool.
- 3 Click above or below the staff where space is to be added and drag down to add space or drag up to remove space.


Note: When printing a complete score it may be necessary to remove space in order to get all the staves printed.

Adding Staves

- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Highlight the  staff tool.
- 3 Click on the location you wish the new staff to appear.

Note: It may be necessary to add more space into your file; see above section...*Adding space between staves.*

Removing Staves

- 1 From the **Tools** menu, select **Staff**.
- 2 Highlight the  staff tool.

- 3 Click on the staff you wish to remove.

Note: It is necessary to remove all data from each staff prior to removing that staff.

Changing Staff Type

You can also use these tools to change attributes of the staves; for example, the number of ledger lines to be displayed.



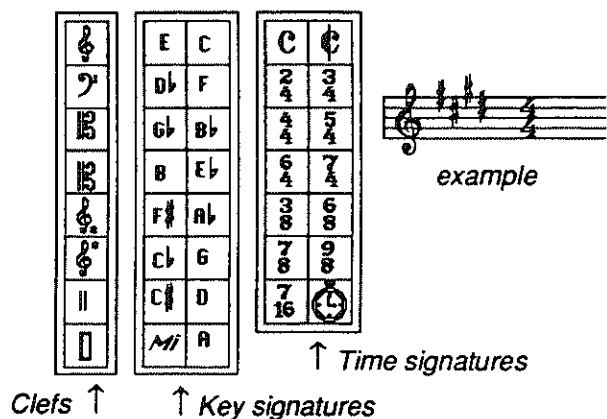
- 1 From the **Tools** menu, select **Staff Tools**.
- 2 There is a tool for each option. Highlight the appropriate staff tool.



- 3 Click on the five line staff you want changed.

■ **Entering clefs, time signatures & keys**

Clefs, time signatures, and key signatures are each found on separate symbol palettes under the **Tools** menu. You can change the *symbol palette* to display the appropriate group of symbols by using the *pull down menu* titled **Tools**. In this *pull down menu* you will find 3 related symbol groups titled **Clefs, Time Signatures, and Keys**.



To place the symbols on the staff follow these steps.

- 1 Display the appropriate *symbol palette* by selecting it from the *pull down menu* titled **Tools**.
- 2 Using the mouse, click on the appropriate symbol located on the **Tools** palette.
- 3 Move to the location on the staff where you want the symbol and click.

Note: If you want a symbol under another symbol (stacked) such as a bass clef under a treble clef, make sure you are directly under the symbol before you click and that your <caps lock> key is NOT down. For more information on inserting vs. stacking see **Chapter 11 - Editing Features**.

Shortcut: To place a symbol on every staff: hold down the <command> key as you click the mouse. This works only with **clefs, keys, time signatures, and dynamics**.

Removing a symbol

If you place a symbol incorrectly, removing it is easy. Simply move the *cross hair* directly over the incorrect symbol on the music and press <delete>.

Exchanging a symbol

Exchanging a symbol is also very easy, simply:

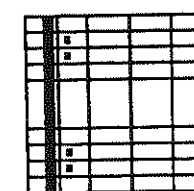
- 1 Highlight the correct symbol on it's palette.
- 2 Hold down the <option> key and click on the incorrect symbol.

Adjusting a symbol

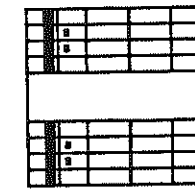
Adjusting is also done easily. Simply move the *cross hair* directly over the incorrect symbol on the music and press the <up/down> or <left/right> arrow keys.

■ Bar groupings

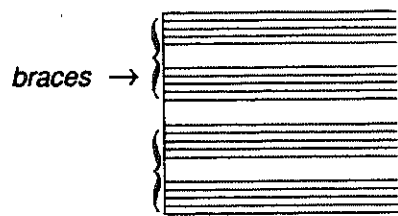
If you have more than one staff of music, when entering bar lines, you may want the bar lines to extend from one staff down through another. This is typical with piano music and scores.




↑ grouped bars




↑ ungrouped bars



Adding Braces

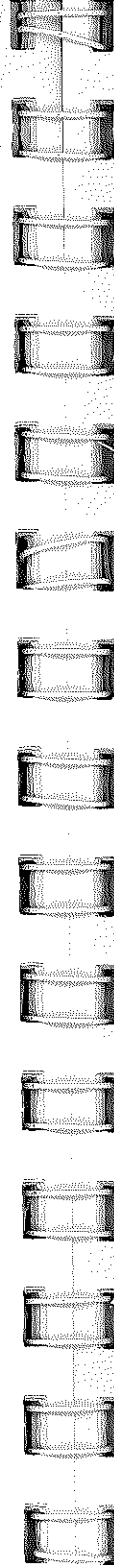
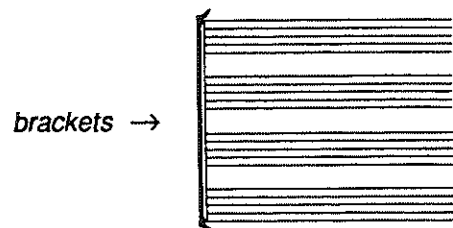
- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Click on the  staff icon.
- 3 Click on the first of the two staves you wish to have braced together.

Removing Braces


- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Click on the  staff icon.
- 3 Click on the first staff of the braced staves.

■ Brackets


You may want to group staves that have similar instruments together with a brace or bracket to make them easier to find and read. Brackets are used to group families of staves together.



Adding Brackets

- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Click on the  staff icon.
- 3 Click on the first staff of the braced group and drag the mouse through all the staves you want bracketed.

Removing Brackets

- 1 From the **Tools** menu, select **Staff Tools**.
- 2 Click on the  staff icon.
- 3 Click on the first staff of the bracketed group and drag the mouse through all the staves you wish the bracket to be removed from.

Note: You may need to redraw the screen. Simply hold down the <command> key and press the B.

■ Making staff Templates

This information will consist of the number of staves, staff placement, bar groupings, brace and bracket settings and staff labels. To save you time in setting up the staff format every time, Pyware™ Music Writer will save any staff format so that you can use it later on a new file. You will save each different file as a different template, and each time you need to use that particular format you will simply open the template and save under a different name.

Note: It is a good idea to lock a template file to avoid writing information to it. This can be done from the Finder™ by clicking on the document once; from the File menu, select **Get Info**, and click the lock box. For a more detailed description of this feature refer to your Apple IIGS manual.

Save templates

- 1 From the File menu, select **Save As**.
- 2 Title your file using temp as a prefix; for example, Temp.Jazz.

Using templates

- 1 From the File menu, select **Open**.
- 2 Open the correct template.
- 3 From the File menu, select **Save As** and title the piece you are currently working on. This will prevent you from accidentally writing data to a template. You can now proceed using **<command> S** to save any changes.

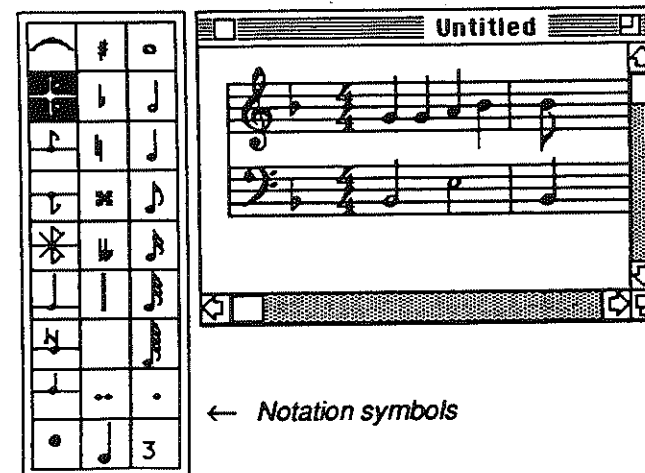
■ About this chapter

This chapter details entering musical notes with the mouse. If you plan to use MIDI to enter your music notation, you should still read this chapter. MIDI input is often best used to rough in music, but final cleaning of music is done with the mouse. In this chapter you will learn:

- how to enter notes,
- delete notes,
- exchange notes with another notes,
- adjust the note pitch,
- beam notes together,
- tuple notes together, and
- control or change note stem directions.

■ Notation symbols

Notational symbols (notes) are found on a *symbol palette*. To display notation symbols on the *symbol palette* select **Notation** from the *pull down menu* titled **Tools**.



Each type of note duration is located on the *symbol palette*. You can select a note from the *symbol palette* two ways:

- Use the mouse to point to the symbol and click.
or
- Press the key on the keyboard that stands for the note name; for example, W=whole note, Q=quarter note.

Note: Refer to your *Quick Reference Card* for the keyboard equivalents.

Placing notes on the staff

- 1 Select the duration of a note from the *symbol palette*.
- 2 Move to the location on the staff where you wish the note placed and click the mouse.

Note: Make sure the *ledger marker* is on the proper staff. For more information refer to the next section...*Ledger markers*.

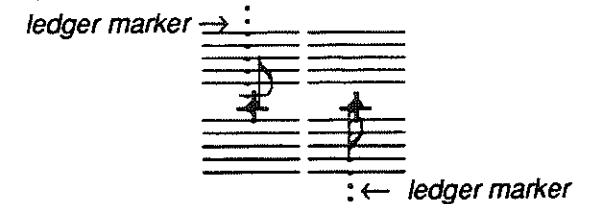
Ledger Markers

You will see a vertical dotted line follow the cross hair. This vertical dotted line is called the *ledger marker*. The ledger marker has two functions.

- To determine which staff the notes will be drawn on.
- To determine exactly how far above or below a staff you want a note. Each dot on the ledger marker represents one ledger line.

Determining the staff

If your staves are close together a note directly between two staves could be drawn down from the top staff or drawn up from the bottom staff. The location of the ledger marker determines which choice is made.



If you want the note to be drawn from the top staff, move the cursor to the middle of the top staff to force the ledger marker onto that staff (if it is not already there) then carefully move down to the location under the staff where you want the note. Likewise, if you wanted the note to be drawn from the bottom staff, move the cross hair to the middle of the bottom staff to force the ledger marker onto that staff (if it is not already there) then carefully move up to the location above the staff where you want the note.

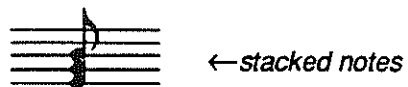
■ Stacking versus Inserting

After locating the up/down direction of the note, decide whether you want the note added under an existing note or inserted between two existing notes. The first is called *stacking* and the latter is called *inserting*.

Stacking notes

To stack a note, place the cross hair directly in vertical alignment with the note you want it stacked with. Once located, click the mouse.

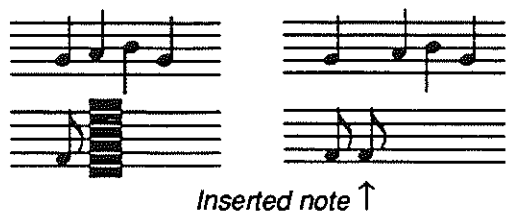
Note: Make sure the *ledger marker* is in the correct vertical location.



Inserting notes

To insert a note hold down the <shift> key while clicking the mouse. A gap will be made in the music and the note will be inserted into the gap. If you want to insert many notes, press the <caps lock> key.

If you are using more than one staff on your music, the second line of music will sometimes have notes inserted and sometimes have notes stacked so that the rhythms of the second staff will line up properly under the first staff.



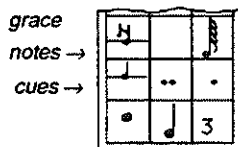
Note: Don't forget to turn off the <caps lock> key after you are finished.

■ Editing note style

This section discusses various attributes of a note head; including: grace notes, cues, and note shapes.

Grace notes and cues

Grace notes and cues are separate icons on the *Notation symbol palette*.

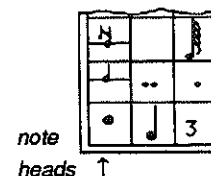


- 1 From the **Tools** menu, select **Notation**.
- 2 Highlight the appropriate icon, and enter a note as usual. (see page 61 in this Chapter)

Changing note head shapes

The note head icon is located at the lower left corner of the *Notation symbol palette* and toggles between all types of note heads; including: circle (default), square, diamond, and X.

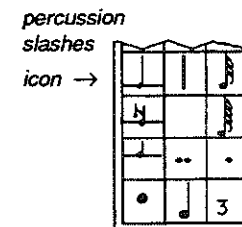
- 1 From the **Tools** menu, select **Notation**.
- 2 Highlight the note head icon and click the mouse until the desired shape appears. This type of note head will appear on each note until you change it again.



■ Adding percussion slashes

Percussion slashes are used for rolls. Clicking on the percussion slashes icon will toggle between 0 through 3 slashes.

- 1 From the **Tools** menu, select **Notation**.
- 2 Click on the percussion slashes icon to display the appropriate number of slashes. (none is the default)
- 3 Enter a note as usual. (see page 61 of this Chapter)



Note: Be sure to change back to default *prior* to continuing to enter normal notation.

■ Deleting notes

This section discusses deleting one or two notes or symbols. If you want to delete large groups of symbols, read the section titled **Deleting blocks of music** in Chapter 11 - Editing Features .

- 1 To delete a note (or symbol) use the cross hair to move directly on top of the note you want to delete.
- 2 Once located, press the <delete> key. The note will be removed.
- 3 Repeat this process with the other notes (or symbols) you want to delete.

■ Exchanging notes

Sometimes you need to change the value of a note with another value; for example, change a quarter note to a half note. To exchange notes:

- 1 From the **Notation symbol palette**, select the correct note value.
- 2 While holding the <option> key click on the note in the music that you want to exchange.

Note: If you double click while holding the <option> key down, all notes in the chord will be changed to the selected duration.

■ Adjusting notes

After entering a note you will sometimes need to adjust it. To adjust the note:

- 1 With the cross hair, move directly on top of the note that you want to adjust.
- 2 Press the <up/down> or <left/right> arrows on the keyboard to move the note accordingly.

■ Adding space between notes

- 1 Clear all selections from the tools palette.
- 2 Position the cross hair to the immediate left of the symbol you wish space to be added.
- 3 Hold down the <shift> key and click the mouse.

■ Deleting space between notes

- 1 Clear all selections from the tools palette.
- 2 Position the cross hair to the immediate left of the symbol you wish space to be added.
- 3 Hold down the <option> key and click the mouse.

■ Beaming notes

To make staves more readable, you will want to beam notes that have a duration less than one count; for example, two eighth notes beamed together are usually easier to read. To beam a group of notes together:



- 1 Click on the I-Beam to select which notes on the staff you want to beam.



I-Beam

- 2 Move to the first note in the group that you want beamed.
- 3 While holding down the mouse button, drag the mouse to the last note in the group that you want to beam. This selects the notes you want beamed. Other techniques for selecting notes may be better to use at times.
- 4 From the **Change** menu, select **Beam**.

Note: For more information about selecting ranges read **Selecting ranges to edit** in the **Chapter 11 - Editing Features**.

Auto Beaming Large Sections of Music

If you want to beam several groups of notes at one time select the entire range of music you want to beam; for example, if you wish to beam all of the notes of one staff at the same time select the entire staff. One way to select an entire staff is to hold down the <command> key and click the mouse at the beginning of the desired staff. (See **Selecting ranges to edit** in **Chapter 11 Editing features**.) From the **Change** menu, select **Beam**. Pyware™ will see that you have chosen many notes to beam and will beam them into logical groups.

Note: Use the **View Slanted/View Straight** option on the **Change** menu to control the way your beamed notes are displayed.

■ Tupling your notes

You may want to tiple notes. The most common use of tupling would be to create eighth note triplets. Three items on the **Notation** palette need to be set for correct tupling.

Tuple number

This number represents the type of tuple that is to be created and is located at the bottom right box in the **Notation** palette. For a triplet, this number should be a 3; for a quintuplet, a 5; etc. . .

To change the tuple number, double click on the tuple number box, type the new number and press <return>. To turn tupling off, click on the tuple number box when it is highlighted.

Note: The tuple settings will only take effect if the tuple number box is highlighted.

Total tuple value

The box to the left of the number represents the total tuple value. This note value is the value that all the notes in the tupled group should add up to be; for example, eighth note triplets should add up to a quarter note; 16th note triplets should add up to an eighth note; eighth note quintuplets should add up to a quarter note; quarter note triplets should add up to a half note.

To change the total tuple value, click on the box to the left of the tuple number until the desired total tuple value is displayed.

Note value

The note symbols that you normally used to enter notes control the appearance of the note on the screen. For eighth note triplets you should select the 8th note.

Determining the duration

The resulting note duration is determined by dividing

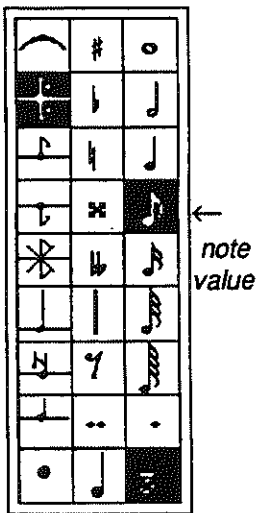
the total tuple value by the tuple number. Therefore, if an eighth note is entered with:

- 1 Tuple number of 3
- 2 Total tuple value of ♩
- 3 Displayed note value of ♪

the played duration will be 1/3 of a quarter note. If the tuple number were 5, the played duration would be 1/5 of a quarter note.

So, the steps for entering an eighth note triplet are:

- 1 Make sure the tuple number is 3
- 2 Set the total tuple value to ♩
- 3 Set the note value to ♪
- 4 Highlight the tuple number
- 5 Enter three eighth notes on the staff



- 6 From the **Specials symbol palette**, select **Text** to enter a 3 above or below the middle note.
- 7 You may optionally add brackets, also found on the **Specials symbol palette**.

If one of the parts of your tupled group is a rest, make sure that the rest icon is highlighted. If you want to enter a rhythm such as:



you need to change the tuple number to 6 and the note value to sixteenth before entering the 16th portion of the group.

■ Controlling the note stem direction

There are four separate icons to control each type of stem qualification: default (based on third line rule), up, down, or no stem at all.



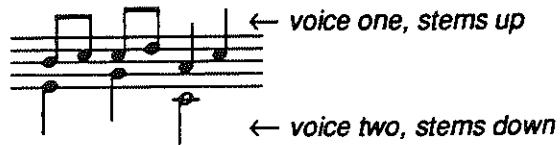
Stem directions, however, may sometimes need to be forced up or down for various reasons; for example, you may want to write the music for two voices on the same staff. To make it clearer as to which voice is which, you could make the high voice have all stems up and the low voice have all stems down.

Editing stem direction



- 1 Highlight the direction you wish the stems to go.
- 2 Select the notes that need to be changed.
- 3 From the **Change** menu, select **Stems**.

Forcing the stem direction

- 1 From the **Tools** menu, select **Notation**.
- 2 Click desired stem direction *prior* to input.




Double stemmed notes

- 1 Click on the  down icon to force the stem down.
- 2 Enter the desired pitch for the note.
- 3 Click on the  up icon to force the stem up.
- 4 Enter the same pitch for the note.

For no stems

Sometimes you may wish to have no stems at all on notes that normally require stems; for example, eighth notes, sixteenth notes, etc.

- 1 From the **Tools** menu, select **Notation**.
- 2 Click on the  no stems icon prior to input.

■ **Adding rests**

Rests are entered similar to notes.

- 1 From the **Tools** menu, select **Notation**.
 - 2 Highlight a note duration value.
 - 3 Highlight the rest icon.
- Note:** If no duration value is highlighted this icon will appear blank.
- 4 Enter your rest as a note. (see page 61 of this Chapter)

Shortcut: For keypresses refer to your *Quick Reference Card*.

■ **Adding time slashes**

Time slashes are used to mark measures for improvisation.

- 1 From the **Tools** menu, select **Notation**.
- 2 Highlight a note value.
- 3 Highlight the rest icon.
- 4 Hold down the <command> key and click the mouse in the measure you wish the slash to appear.

■ **Realigning notes with notes on other staves**

If you are using more than one staff on your music, the second line of music will sometimes have notes inserted and sometimes have notes stacked so that the rhythms of the second staff will line up properly under the first staff. You may occasionally change the value of some

notes and therefore need to move the notes left or right to properly line them up with the rhythms of existing notes on other staves.



To use Realign Notes:

- 1 Select the range of music you want to realign.

You can select ranges one of three ways.

- To select a small section: using the I-Beam, simply hold down the mouse button and drag the mouse across the portion you wish to work with.
- To select to the end of the music: using the I-Beam, hold down the <command> key and click the mouse; this will highlight from where you clicked to the end of the music.
- To select a large section using the I-Beam, highlight the beginning of the range you would like selected, then scroll to the end of the range, hold down the <shift> key and click the mouse; this will include all the music in between the two points. This is useful when your range extends past the end of the screen.

- 2 From the **Edit** menu, select **Realign**.

■ About this chapter

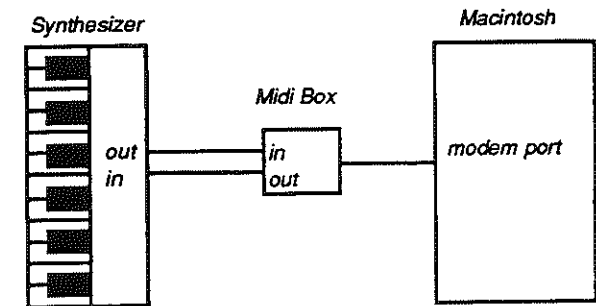
This chapter details the use of MIDI to record and play music with Pyware™ Music Writer. If you do not have a MIDI setup then skip this chapter.

■ Setting up MIDI hardware

To use MIDI, you will need the following hardware:

- MIDI card that connects your computer to a synthesizer (or other MIDI device).
or
- MIDI Box that connects your computer to a synthesizer (or other MIDI device).
and
- MIDI compatible device such as a synthesizer.

Connect the MIDI box into the modem port of the Apple IIGs computer. Connect the cables on the other end of the MIDI box to the synthesizer (or other MIDI device). There will be a **MIDI Out** and a **MIDI In** plug. The cables should run from **MIDI Out** on the box to **MIDI In** on the synthesizer, and **MIDI In** on the box to **MIDI Out** on the synthesizer.



Note: If using an internal card refer to your manual for installation instructions. Be sure to set the correct MIDI information in the **MIDI Options** window on the **MIDI** menu.

■ About the MiniSequencer

There are three ways to record MIDI transmissions into the *Music Writer*. The first is called *Step time*; the second is called *Real time*; the third is the *MIDI Mouse*.

MIDI Mouse works in a straightforward manner and is explained last; however, *step time* and *real time* use the concept of a *MiniSequencer* which allows more editing flexibility. The *MiniSequencer* provides a separate workspace of 1 or 2 staves for entering MIDI data. This data can then be edited before it is aligned or inserted to your primary document.

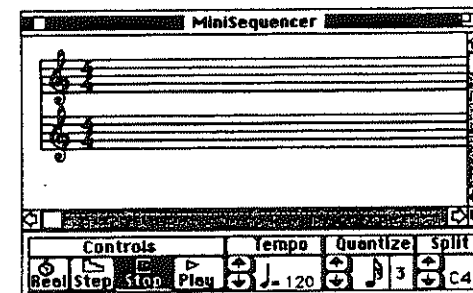
■ Marking the spot

The first step is to click with the I-Beam at the staff and horizontal location where the new music will be placed.



This marks a location in your document for use with **Insert to document** and **Align to document**, which are explained later. If you want to use 2 staff MIDI entry, you should drag vertically across 2 staves when you click at the desired location. This will give you 2 staves in your *MiniSequencer* workspace; otherwise, you will have only 1 staff in the *MiniSequencer* workspace. One staff will be preferred when you are entering non-piano music, as in a full score file.

The *MiniSequencer* will NOT work with more than 2 staves.



Note: If you will be playing while recording in *Real time*, you should click where you wish the music to begin playing.

■ Step time record

Step time recording is useful when the rhythms are difficult to play. When you are entering a staff under a finished staff the correct rhythms are more critical since the MIDI recording is going to merge (aligned) under existing music. If the rhythms are wrong, then adjusting the aligned music for the corrections may be time consuming. Therefore using *Step time* recording is sometimes faster.

With *Step time* recording the amount of time you take between each note or chord is not important because the value of the note has been already set. You simply set the note value (duration) and then play the note and it is transmitted to the *Music Writer* at the value you determined. To use *Step time*:

- 1 With the **Notation** palette selected, highlight the staff or staves on which you wish to enter the notes.
- 2 From the **MIDI** menu, select **Mini Sequencer**.

- 3 A window will appear with your recording controls. Here you can determine the **split** point when using two staves; however, **tempo** and **quantization** are not applicable.



- 4 Choose the duration you wish to play from the **Notation** palette; for example, **E** = eighth, **S** = sixteenth, etc. Rests can be entered by selecting rest on the palette and playing any note on the MIDI keyboard. You can also control stem direction as you normally would.

- 5 From the **Mini Sequencer** window, select **Step**.
- 6 Play desired pitches with your MIDI synthesizer.

Note: The duration can be changed to set other duration values while you are playing on your synthesizer. For other shortcuts refer to your Quick Reference Card

- 7 Once you have completed your "MIDI input" you may make any editing changes as usual then choose **Insert to Document** or **Align to Document** from the **MIDI** menu. These functions work the same as **Paste/Insert** and **Paste/Align**. For a detailed comparison see **Chapter 11 - Editing Features**.

Note: If you are unsure about where you want this MiniSequencer file placed you can use the **Save As** function found under the **File** menu.

■ Real time record

Real time MIDI input records MIDI transmissions and converts them to notation. The *Music Writer* will click a

tempo and you should play as accurately as possible, holding notes to their full value.

- 1 Highlight the staff or staves on which you wish to enter the notes.
- 2 From the **MIDI** menu, select **Mini Sequencer**.
- 3 A window will appear with your recording options. Here you will determine quantization value, tempo, and split point.



Quantization value determines the smallest value used by the computer to "round off" your MIDI input. This value should equal the smallest value you wish to use in your file.

Tempo determines the rate at which the metronome will guide you.

Split point determines where the computer divides the keyboard when entering music on two staves.

- 4 From the **Mini Sequencer** window, select **Real**.
- 5 Play the music you wish to have recorded.
- 6 Click on the **Stop** button when you have finished recording.

Note: Music will always be added to the end of the **Mini Sequencer**.

- 7 Once you have completed your MIDI input you may make any editing changes as usual then

select **Align to Document** or **Insert to Document** from the **MIDI** menu. These functions work the same as **Paste/Insert** and **Paste/Align** for a detailed comparison see **Chapter 11 Editing Features**.

Note: If you are unsure where you want this MIDied information you can use the **Save As** function found under the **File** menu and save to a different file.

■ MIDI mouse

The *MIDI mouse* allows you to use both the mouse and the MIDI synthesizer to add to your input flexibility. From the **MIDI** menu select **MIDI mouse**.

The MIDI mouse function is found on the MIDI menu and is displayed either on or off, similar to Show/Hide Labels. Selecting it when the MIDI mouse is off will turn it on and selecting it when the MIDI mouse is on will turn it off.

With the MIDI Mouse on, you will be able to enter notes using both the mouse and your MIDI synthesizer. Simply select the location on the staff using the mouse and play the correct pitch using your synthesizer.

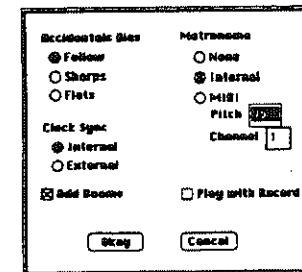
This is especially useful when entering chords to eliminate the cumbersome task of finding a particular pitch with the mouse itself.

■ Record/Play options

Record Options

Record Options allows you to choose the accidental bias, clock sync, beams, playing with record, and whether or not you want a metronome. **Record Options** is found on the **MIDI** menu.

From the **MIDI** menu, select **Record Options**, a window will be displayed with several record options:



Accidental Bias determines how the *Music Writer* displays sharps or flats. You may choose **follow** which will cause the computer to follow the key signature in determining choice of accidentals.

Add Beams will automatically beam the notes into their proper increments.

Clock Sync specifies internal or external clock sync. Use internal clock sync unless you are dumping a previously recorded sequence from an external sequencer.

Play with Record allows you to play the current document as you record more data. Select the point you want the music to begin playing and the document will play along with you.

Metronome allows you to determine the source of your metronome. You can select from the following: 1) none, 2) internal, and 3) MIDI. Under MIDI you can set the pitch from 1-127 and the channel from 1-16. This is useful when using an added drum machine to improve the sound quality of the metronome.

Play Options

Play Options is found on the **MIDI** menu and gives you a range of flexibility with the playback of each staff.

From the **MIDI** menu, select **Play Options**, a window will appear:

Play Options					
<input type="checkbox"/> Send Clocks	<input type="checkbox"/> Limit Drawing				
Staff	Play	Channel	Program	Instrument	Transposition
Flute	<input checked="" type="checkbox"/>	1	48	Flute	0
Oboe	<input checked="" type="checkbox"/>	1	48	Oboe	0
Clarinet in A	<input checked="" type="checkbox"/>	1	48	Clarinet	m3
French Horn	<input checked="" type="checkbox"/>	2	39	French Horn	p5
Trumpet	<input checked="" type="checkbox"/>	2	39	Trumpet	M2
Trombone in D	<input checked="" type="checkbox"/>	2	39	Trombone	-M2
Timpani in D-A	<input type="checkbox"/>	3	104	Timpani	0
Violin I	<input checked="" type="checkbox"/>	4	19	Violin I	0

Send Clocks allows Music Writer to act as the controller when using more than one MIDI device.

Limit drawing will draw only note heads giving the computer a "better chance" at keeping up during playback. Giving the computer less information to have to redraw.

Staff will display any labels you have assigned to each staff. If no label has been assigned the number of each staff will be displayed.

Play allows you to turn on or off particular staves giving you the flexibility of determining what is played and what is not.

Channel determines which MIDI channel each staff will be assigned, up to 16 MIDI channels are available.

Program allows you to assign different staves to different programs on your MIDI keyboard. This is most useful with multi-timbre keyboards.

Instrument Assigns specific instruments to each staff. Depending on the library currently loaded.

Transpose allows you to assign the specific transposition change; for example, M2 = a major second up, -m2 = a minor second down, or M2^ = a major second octave up. For a full chart of "legal" entries refer to your Quick Reference Card.

Shortcut: <Tab> will take you from one location to another horizontally, and <Return> will take you from one location to another vertically.

■ **Instrument Libraries**

The **Instrument** menu provides 12 instrument sounds you can assign to each staff. The menu also has a **replace** item to allow you to change the available instruments.

Default Library

There is a list of 12 instruments in the **Instrument** menu when you first load the program. If you wish to change the default library so that different instruments appear when you load the *Music Writer* follow the steps below.

- 1 Boot your computer using your 5.02 boot disk.
- 2 Place the *Music Writer* disk into a 3.5" drive and click on the disk icon to display the contents if they are not already displayed.
- 3 Double click on the **MWInit** folder to display its contents and then on the **Instrument** folder inside the **MWInit** folder to display its contents.

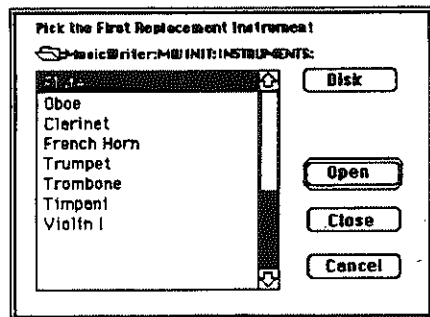
- 4 Drag the **Inst** document to the trash can.
- 5 Close the **Instrument** folder. Open the **MWinstruments** folder and adjust the windows to display both the **MWinit** window and the **MWinstruments** window.
- 6 Drag the 12 instruments you wish to use into the **Instruments** folder in the **MWinit** folder.

Note: If you have more than 12 instruments in any given folder the computer will use the first 12 instruments it finds.

Using Replace

If you wish to change the library at any given time you may use the **Replace** item found in the **Instruments** menu.

- 1 From the **Instrument** menu choose **Replace**.
- 2 A window will display to enable you to change the current library.



- 3 Clicking on the first instrument in the directory currently accessed and then clicking **Open** will replace the twelve instruments on the menu with the instruments in the directory.

■ **About this chapter**

This chapter details moving left, right, up, and down in your music file. If you will consider the music staves a long horizontal line, the screen is a window over a portion of the music. When you move the music, you are actually moving the line of music to the place you want to work directly under the window. You can move the music several ways. The horizontal scroll bar will move the music left or right. The vertical scroll bar will move the music up or down if there are more staves than will fit in the window. There are three **Jump to** commands that will jump directly to a measure, rehearsal marker, or staff.

■ **Using scroll bars**

The scroll arrows are located on both sides of the long grey strips called the scroll bar.



scroll bar

When you have more staves of music than will display in the vertical direction on the screen, you can use the vertical scroll bar to move the window up and down on the music.

To scroll inch by inch: click the arrow that points in the direction of the music you want to see.



↑ ↑ click in the grey area

To scroll by the screenful: Click the grey area of the scroll bar in the direction of the music you wish to see.

Shortcut: Pressing the <up/down> or <left/right> arrow keys on the computer keyboard, with the <option> key down is the same as using the corresponding arrow in the scroll bars. Scrolling a screenful at a time can be accomplished by holding down the <command> key and pressing the corresponding arrow keys.

The scroll box is the white box located in the scroll bar. The position of the scroll box in the scroll bar indicates the position of what is in the window relative to the complete file.

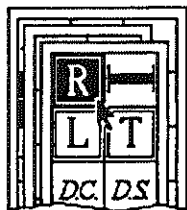


↔ drag this box

To scroll quickly to any part of the document: drag the scroll box to a place in the scroll bar that represents the approximate position you want to see.

Jump to a Marker Position

When you have a long piece of music, it is often easier to move directly to a rehearsal marker placed in the music. The **Jump to Marker** command will jump directly to a rehearsal marker. The rehearsal markers are entered from the **Specials symbol palette**.



rehearsal marker ↓




- 1 From the **Special** menu, select **Jump to Marker**.

- 2 In the box provided type either the marker letter or marker number you wish to go to and click **Okay**. Your music will now appear at that location.

Shortcut: If you want to jump to measure #1, it is easier to drag the scroll box to the left end of the scroll bar.

Entering markers

- 1 From the **Tools** menu, select the **Specials symbol palette**.
- 2 Click on the *rehearsal marker* symbol.
- 3 With the mouse click on the location on the staff you want the *rehearsal marker* to appear. 
- 4 Type the number or letter you choose to use and press <return>.

Jump to a Measure Number

When you have a long piece of music, it is often easier to move directly to a known place in the music. The **Jump to Measure** command will jump directly to a measure number. The measures are numbered from 1 being the first measure in the file. To jump to a measure:

- 1 From the **Special** menu, select **Jump to Measure**.
- 2 In the box provided, type the number of the measure you wish to go to and click **Okay**.
- 3 Your music will now appear at that location.
Shortcut: To make numbering measures easier

there is an automatic measure numbers feature found in the Change menu.

Jump to a Staff Number

When you have a piece of music that contains many staves, it is often easier to move directly to a staff number. Depending on the edition of the *Music Writer* you have, you can have up to 40 staves at one time. The **Jump to Staff** command will jump directly up or down to a staff. To jump to a staff:

- 1 From the **Special** menu, select **Jump to Staff**.
- 2 In the box provided type the number of the staff you wish to go to and click **Okay**.
- 3 Your music will now appear with that staff at the top of the screen.

About this Chapter

This chapter details playing your music and changing the performance style. This involves rhythm, duration, and volume.

Playing through a synthesizer

- 1 Use the method for selecting ranges described in **Chapter 11 - Editing Features** to select the range you wish to hear played. If you want to hear the entire file, there is no need to select a range. If no range is selected the *Music Writer* will automatically play from measure 1 to the end.
- 2 From the **MIDI** menu, select **Play**.
- 3 The **Play** window will appear:



Click on the **Play** button. The selected range will play until completion unless you click on the **Stop** button before it is finished.

Shortcut: You can also hold down the <command> key and press the **P**. For other shortcuts refer to your Quick Reference Card.

Note: If the **Mini sequencer** is the front window, use the **Play** button on the **Record** panel instead of using play from the menu.

■ Playback Performance Style

This command affects the playback of the music, but not the way it is displayed on the screen.

- 1 Use one the methods for selecting ranges described in Chapter 11 - Editing Features to select the range you wish to use.
- 2 From the Change menu, select Performance.
- 3 A window will be displayed with three options that affect the performance of music: Rhythm, Duration and Volume.

Rhythm	Duration	Volume
<input checked="" type="radio"/> No Change	<input checked="" type="radio"/> No Change	<input checked="" type="radio"/> No Change
<input type="radio"/> Straight	<input type="radio"/> Quantize to Note Value	<input type="radio"/> Observe Markings
<input type="radio"/> Swing	<input type="radio"/> Observe Articulations	<input type="radio"/> Scale <input type="text"/> %
	<input type="radio"/> Scale <input type="text"/> %	<input type="radio"/> Set To <input type="text"/>
<input type="button" value="Okay"/>		<input type="button" value="Cancel"/>

Rhythm: determines how the eighth notes will be played, you may choose:

No Change makes no change on this particular performance parameter.

Straight played back exactly as written - only effects eighth notes.

Swing gives the eighth notes a jazz feel.

Duration: determines how long the notes will be played, you may choose:

No Change makes no change on this particular performance parameter.

Quantization to Note Value the sounded duration is the same as the displayed duration.

Observe Articulations adjusts durations based on the articulations.

Scale % plays back the duration at the percentage of the original duration you assign. 100% is normal.

Volume: determines how loud the notes will be played, you may choose:

No Change makes no change on this particular performance parameter.

Observe Markings adjusts dynamics based on the dynamics you have entered.

Scale% acts as a volume button. 100% is full volume.

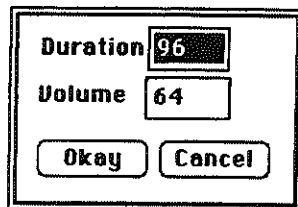
Set to allows you to set all notes in the selected range to the same MIDI volume. Values can range from 0 to 127 with 127 = fff 0 = ppp.

Note: Other play options that deal with channel and program assignment, staff, and playing transpositions are found in Chapter 6 Entering Notes with MIDI.

- 4 Make the necessary choices for your music and click Apply.

Changing MIDI Information

- 1 Double click on the note you wish to change.
- 2 A dialog box will appear with the option to change both duration and volume:



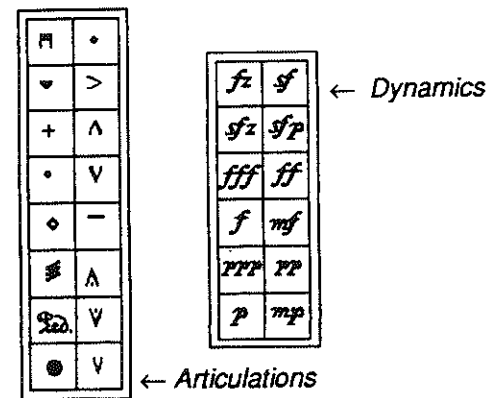
- 3 Make the necessary change and press <return.>

About this chapter

This chapter details placing articulations and dynamics as well as slurs, ties, and other symbols into your music. It will also cover inputting text and lyrics. You will again be using the *pull-down menu* functions previously covered in Chapter 2 - Guided Tour.

Using Articulations and dynamics

Articulations and Dynamics are two separate Tool palettes. You should treat them in the same way. If the location on the screen covers one or the other you may simply click on the one you wish to use to cause it to be displayed in front.



- 1 If the tool you wish to use is not displayed, then from the **Tools** menu, select **Articulations**.
- 2 Move the pointer to any item on the **Articulation** palette and click the mouse to highlight.
- 3 Position the cross hair directly above or below the note you wish the articulation to affect. Once found, click the mouse.

- Repeat steps 2 and 3 until all desired articulations or dynamics have been entered.

Adjusting articulations and dynamics

Once the articulation or dynamic has been entered you can adjust the location.

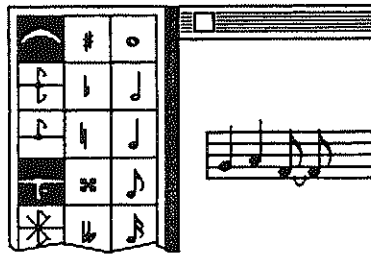
- Place the cross hair on the articulation or dynamic you wish to move.
- Use your <up/down> or <left/right> arrow keys to move the location

Deleting articulations and dynamics

- Place the cross hair directly over the symbol you wish to delete.
- Press the <delete> key.

■ Using Ties

Ties are located on the **Notation** palette and entry is similar to the **articulations** and **dynamics** we just covered.



- If the **Notation** palette is not displayed, then from the **Tools** menu, select **Notation**.

- Move the pointer to the arc on the palette and click the mouse to highlight.
- Position the cross hair on the first note to be tied and click the mouse.

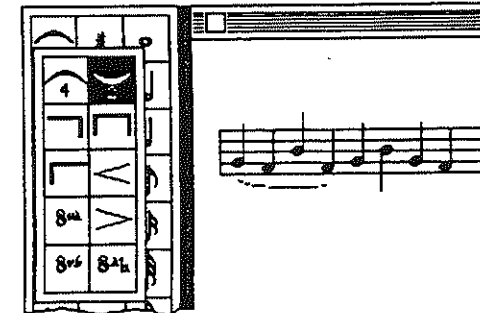
Shortcut: Double clicking the mouse will tie all notes of a chord.

Deleting Ties

- From the **Notation** palette, select the tie.
- Place the cross hair at the front of the tie.
- Hold down the <option> key and click the mouse.

■ Using Slurs

Slurs are used to group a small number of notes together. Larger groups are connected with phrases.



- From the **Tools** menu, select **Groupings**.
- Move the pointer to the 2 arc icon on the palette and click the mouse to highlight. Double clicking will turn the arc in a downward direction and clicking a third time will turn this option off.

Shortcut: Holding down the <option> key while clicking on the 2 arc icon will toggle between up and down.

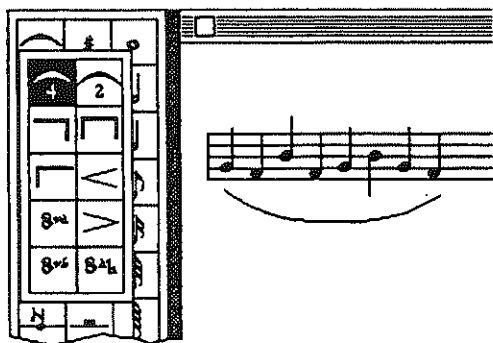
- 3 Position the cross hair on the first note to be slurred and click the mouse.
- 4 Find the second point of the slur and click the mouse again.

Deleting Slurs and Phrases

To delete slurs you simply place the cross hair at the front of the slur and press the <delete> key.

Using Phrases

Phrases are used to group a large number of notes together. Smaller groups are connected with slurs.



- 1 From the **Tools** menu, select **Groupings**.
- 2 Move the pointer to the 4 arc on the palette and click the mouse to highlight.
- 3 Position the cross hair on the first note to be phrased and click the mouse. Continue this process for each of the three remaining points.

Note: Each point used to form the arc must have a corresponding note on the staff.

Deleting Slurs and Phrases

To delete slurs you simply place the cross hair at the front of the slur and press the <delete> key.

Other grouped markings

The remainder of this palette: endings, crescendos, decrescendos, and octave markings are entered slightly different than slurs and phrases.

- 1 From the **Tools** menu choose **Groupings**.
- 2 Highlight the appropriate icon.
- 3 The **I-Beam** tool is now active, select the range you wish the symbol to effect.

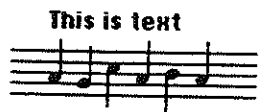


Note: You may use any of the four ways of selecting ranges described in **Chapter 11 - Editing Features**.

- 4 Click the highlighted icon again to signify the end of your selection. Clicking any other icon will abort the operation.

Using Text

Text is usually used for music directions and doesn't affect the spacing of your music. Lyrics are used to place syllables to be sung into your music, adjusting each notation duration accordingly. The text function is located on the **Special Symbols symbol palette**.



- 1 If this palette is not displayed, then from the **Tools** menu, select **Special Symbols**.
- 2 Move the pointer to **text** on the palette and click the mouse to highlight.
- 3 Position the cross hair at the location you would like the text to begin and click the mouse.
- 4 Begin typing the text, when you have finished press <return>.

Editing Text

- 1 From the **Special Symbols** *symbol* palette, select **Text**.
- 2 Click on the **Text** you wish to edit.
- 3 Type the changes, and the text will now overwrite previously entered text.

Note: When a given text is highlighted you may also use the cut, copy and paste options available through the edit menu, as well as the font and style menus.

Deleting Text

To delete text you simply place the cross hair at the front of the text and press the <delete> key. The text tool does not have to be highlighted for this to work.

■ Using Lyrics

Lyrics are used to place syllables to be sung into your music, adjusting each notation duration accordingly. Text is usually used for music directions and doesn't affect the spacing of your music.



- 1 From the **Tools** menu, select **Special**.
- 2 Move the pointer to **Lyrics** on the palette and click the mouse to highlight.
- 3 Position the cross hair at the location you would like the first syllable to begin and click the mouse.
- 4 Begin typing lyrics and press <tab> after each syllable to justify the spacing of the notes with the lyrics.
- 5 When finished press <return>.

Editing a Lyric

- 1 From the **Tools** menu, select **Specials Symbols** and highlight the lyrics icon.
- 2 Click on the first letter of the syllable you wish to edit.



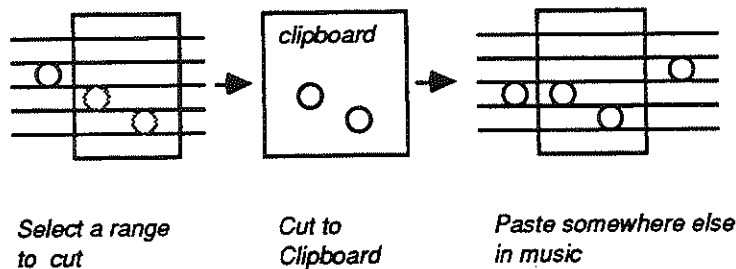
- 3 Type the new syllable.
- 4 Press the <tab> key to continue or press <return> when you are finished. Existing syllables will automatically be highlighted when they are encountered.

Note: When a given syllable is highlighted you may also use the cut, copy and paste options available through the **Edit** menu, as well as the **Font** and **Style** menus.

■ Editing blocks of lyrics

Using the Clipboard

The *clipboard* is a temporary memory storage for blocks of music. Once something is **Cut** or **Copied** into the *clipboard* it will remain there until you **Paste** it somewhere else. If you **Cut** or **Copy** again to the *clipboard* the previous information is overwritten.



Moving blocks of lyrics

- 1 Set the selection mode to lyrics only. From the **Change** menu, select **Selection**.
- 2 A window will appear, you will have the flexibility of changing the choice of verses at this time.

Select	Voices
<input type="radio"/> All Symbol Types	<input checked="" type="checkbox"/> All
<input checked="" type="radio"/> Notation Only	<input type="checkbox"/> Voice 1
<input type="radio"/> Lyrics Only	<input type="checkbox"/> Voice 2
Lyric Verse <input type="checkbox"/>	<input type="checkbox"/> Voice 3
	<input type="checkbox"/> Voice 4
	<input type="checkbox"/> Voice 5
	<input type="checkbox"/> Voice 6
<input type="button" value="Okay"/> <input type="button" value="Cancel"/>	

Note: This may also be done by double clicking on the I-Beam at the lower left corner of the screen. While in this mode of selection the range you select will include only verse one of your lyrics.

- 3 Select the range of lyrics you wish to cut.
 - 4 From the **Edit** menu, select **Cut**. The music you have selected will be **Cut** (removed) from the music and written in the *clipboard* (temporary storage).
- Shortcut:** You can also access this by pressing the <command> key with the **X**. For other shortcuts refer to your Quick Reference Card.
- 5 Using the mouse, locate the position you would like the lyrics that are in the *clipboard* to be placed and click the mouse.
 - 6 From the **Edit** menu, select **Paste/Align**.
 - 7 A window will display for determining the vertical alignment of the lyrics.

Find Lyric Vertical Position.

Copying Lyrics

- 1 Set the selection mode to lyrics only. From the **Change** menu, select **Selection**.
- 2 A window will appear, you will have the flexibility of changing the choice of verses at this time.

Note: This may also be done by double clicking on the I-Beam at the lower left corner of the screen. While in this mode of selection the range you select will include only verse one of your lyrics.

- 3 Select the range of lyrics you wish to **Copy**.
- 4 From the **Edit** menu, select **Copy**.

Shortcut: You can also access this by pressing the <command> key with the **C**. For other shortcuts refer to your Quick Reference Card.

- 5 The music you have selected will be copied into the *clipboard*.
- 6 With the mouse locate the position you would like the music that is in the *clipboard* to be placed; click the mouse.

Deleting Lyrics

- 1 Set the selection mode to lyrics only. From the **Change** menu, select **Selection**.
- 2 A window will appear, you will have the flexibility of changing the choice of verses at this time.

Note: This may also be done by double clicking on the I-Beam at the lower left corner of the screen. While in this mode of selection the range

you select will include only verse one of your lyrics.

- 3 Select the range of lyrics you wish to delete.
- 4 From the **Edit** menu, select **Clear**. This will delete the range you selected from the current file. You may also use the <delete> key instead of selecting **Clear** from the menu.

Note: The music you **Cleared** will **not** be written in the *clipboard*, therefore you may not paste it anywhere in the music; however, you can undo a **Clear**. From the **Edit** menu select **Undo** and the **Cleared** music will be placed back on the screen. Once another range of music is placed in the *clipboard* **Undo** will no longer be accessible.

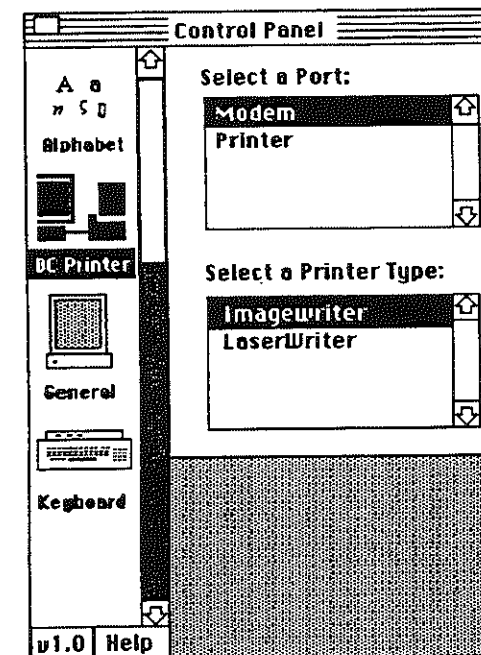
■ About this chapter

This chapter will discuss how to print your music in either parts or full scores.

■ Choosing a printer

You can use either a dot matrix printer or a Laserwriter printer to print your music.

- 1 From the **Apple** menu, select **Control Panel**.
- 2 Click on **DC Printer**; this will display a list of the printers that are available to you.



Note: Your list may differ depending on the printers available to you.

- 3 Select the printer and port you would like to use and close the window.

■ Page Preview

Page Preview is used to view your document prior to sending it to your printer, not for editing or composing.

- 1 From the **Special** menu, select **Page Preview**.

Note: If your file has not been saved the **Save As** window will appear. Each file must be saved in order to use the **Page Preview** option.

- 2 A window will appear with the page as it will be printed.

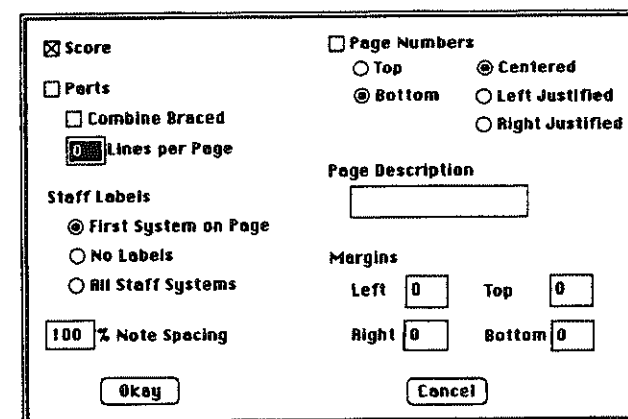


- 3 You may view any page by clicking the scroll bar at the right for one page at a time or from the

Special menu, select **Jump to Page** for any specific page.

■ Print Options

- 1 From the **File** menu, select **Print Options**. A window will appear:



Score: with this selected the computer will print the entire score. This can be used in conjunction with parts.

Parts: with this selected the computer will print each individual part. If any lines are selected the computer will print only those parts.

Combined braced: tells the computer to print a braced pair of staves as one part. This can be used to cause piano parts to be extracted as a 2 line part.

Lines per page: determines how many lines are printed per page for each individual part. This is irrelevant for the score. Score vertical spacing is the same as the spacing on the screen.

Staff Labels: gives you the option of having the labels printed on only the first system of staves, not at all, or on all staff systems.

Note spacing: is a percentage number determining the distance each note should be placed from the next. This is most useful in music which does not contain lyrics.

Page Numbers: tells the computer where to place the number on each given page; top, bottom, centered, left justified, or right justified.

Page Description: allows for text to be placed next to the page number on each page for example, "Tenor Sax Page 2".

Margins: determines size of each margin; left, right, top, and bottom in inches. Decimal points may be used.

- 2 Make the necessary choices for your particular printout and click **Okay**.

Note: Print options are always saved with the file. Therefore once you are happy with the print options and page setup you do not have to do them again for a particular file.

■ Printing Music

Your music must be saved to a disk before you can use the print function. You should choose **Save** from the **File** menu before choosing **Print**.

- 1 From the **File** menu, select **Print**.
- 2 A dialog box will be displayed for printer specifications such as; how many copies to be

made, cover page preference, and what pages to print. Depending on the printer you chose.

Click **Okay** to continue.

■ Headers

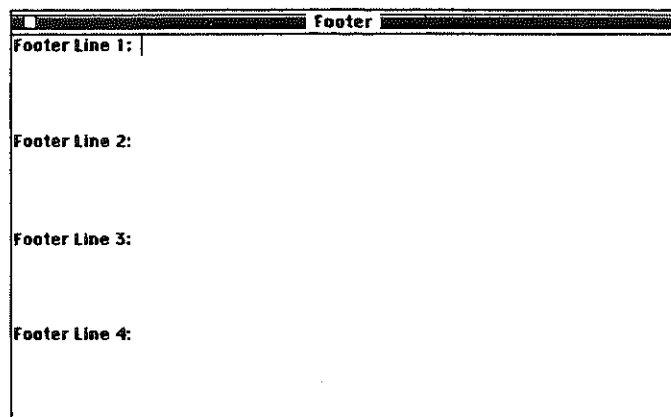
Headers and footers are titles and copyright notices that appear at the top and bottom of the music. Headers and footers are included with the music when it is printed. To work with the header for a piece of music:

- 1 From the **Special** menu, select **Edit Header**.
- 2 A window will display to allow you to type or edit your *Header*, make the necessary changes, and close the window. This information will be saved.

■ Footers

Headers and footers are titles and copyright notices that appear at the top and bottom of the music. Headers and footers are included with the music when it is printed. To work with the footer for a piece of music:

- 1 From the **Special** menu, select **Edit Footer**.
- 2 A window will display to allow you to type or edit your *Footer*, make the necessary changes, and close the window. This information will be saved.



Note: Use the **Choose font** option from the **Special** menu to set your font and style information for headers and footers. This information can be different for each line.

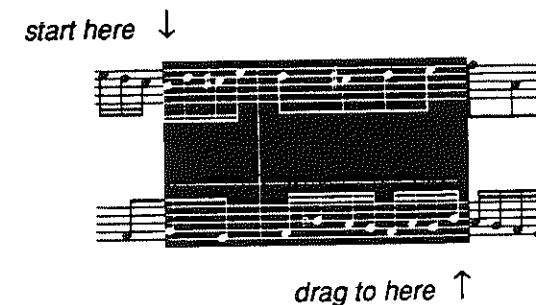
■ About this Chapter

This chapter details all editing features dealing with blocks of music. It will also cover transposing, shifting, inverting, augmenting and diminishing rhythms, and auto-barring.

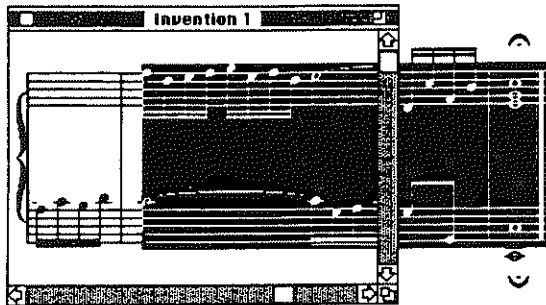
■ Selecting ranges to edit

It is necessary to select music that is to be edited. You can do this one of four ways.

- To select a small section, using the I-Beam, located on the main screen simply hold down the mouse button and drag the mouse across the piece with which you wish to work.



- To select to the end of the music, using the I-Beam, hold down the <command> key and click the mouse at the beginning. This will highlight from where you clicked to the end of the music.



- To select a large section, using the I-Beam, highlight the beginning of the range you would like selected, then scroll to the end of the range, hold down the <shift> key and click the mouse. This will include all the music between the two points. This is useful when your range extends past the end of the screen. You can select the starting point as normal and scroll to ending point, then *shift-click* to select from start to this point. If no start point has been selected, *shift-click* will select from where you are to the beginning of the file. You may also use the <option> key to select all staves vertically from where you are.

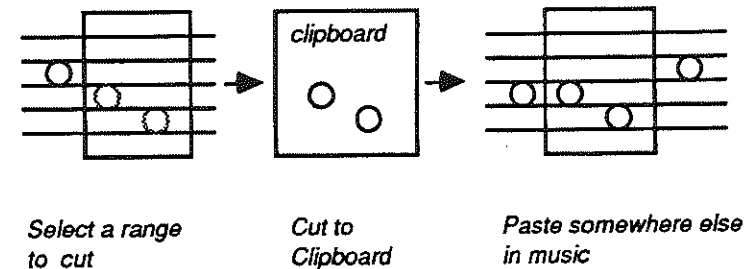


- From the **Edit** menu, select **Select All**. This will select the entire file.

Refer to **changing selection style** at the end of this chapter for information about controlling which symbols are selected.

■ Using the Clipboard

The *clipboard* is a temporary memory storage for blocks of music. Once something is **Cut** or **Copied** into the *clipboard* it will remain there until you **Paste** it somewhere else. If you **Cut** or **Copy** again to the *clipboard* the previous information is overwritten.



■ Moving Blocks of Music

- Using the options previously described select the range with which you wish to work.
- From the **Edit** menu, select **Cut**. The music you have selected will be **Cut** (removed) from the music and written in the *clipboard* (temporary storage).
- Using the mouse, locate the position you would like the music that is in the *clipboard* to be placed and click the mouse.

- 4 From the Edit menu, select **Paste/Insert** or **Paste/Align**.

Note: **Paste/Insert** is used when you want the music that is already there to move to the right and the music from the *clipboard* to be inserted. **Paste/Align** is used when you want to place music on or under an existing staff to be aligned correctly. See **Paste/Insert vs. Paste/Align** at the end of this chapter.

■ Copying Blocks of Music

- 1 Using the options previously described select the range you wish to use.
- 2 From the Edit menu, select **Copy**.
- 3 The music you have selected will be copied into the *clipboard*.
- 4 With the mouse locate the position you would like the music that is in the *clipboard* to be placed; click the mouse.
- 5 From the Edit menu, select **Paste/Insert** or **Paste/Align**.

Note: **Paste/Insert** is used when you want the music that is already there to move to the right and the music from the *clipboard* to be inserted. **Paste/Align** is used when you want to place music on or under an existing staff to be aligned correctly. See **Paste/Insert vs. Paste/Align** at the end of this chapter.

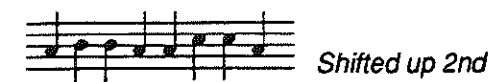
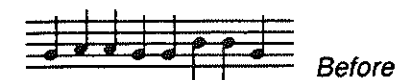
■ Deleting Blocks of Music

- 1 Using the options previously described, select the range of music you wish to delete.
- 2 From the Edit menu, select **Clear**. This will delete the range you selected from the current file. You may also use the <delete> key instead of selecting **Clear** from the menu.

Note: The music you **Cleared** will not be written in the *clipboard*, therefore you may not paste it anywhere in the music; however, you can undo a **Clear**. From the Edit menu select **Undo** and the **Cleared** music will be placed back on the screen. Once another range of music is placed in the *clipboard* **Undo** will no longer be accessible.

■ Shifting Blocks of Music

This will move a block of music up or down on the scale, but will not change the key signature.



- 1 Using the options previously described, select the range you wish to use.
- 2 From the Edit menu, select **Shift**.
- 3 An instruction window will appear. Here you will determine the interval and direction you wish the block of music to be shifted.

4 Click **Okay** to return to your music.

Interval	Direction
<input checked="" type="radio"/> 2nd	<input checked="" type="radio"/> Up
<input type="radio"/> 3rd	<input type="radio"/> Down
<input type="radio"/> 4th	
<input type="radio"/> 5th	
<input type="radio"/> 6th	<input type="button" value="Okay"/>
<input type="radio"/> 7th	<input type="button" value="Cancel"/>
<input type="radio"/> Octave	

■ Transposing Blocks of Music

This will move blocks of music up or down on the staff and will change the necessary notes to accommodate the new key signature.



- 1 Using the options previously described select the range you wish to use.
- 2 From the **Edit** menu, select **Transpose**.
- 3 An instruction window will appear much like the **Shift** window. Here you will determine the interval, direction, and enharmonic preference.
- 4 Click **Okay** to return to your music. The range will now be moved according to your specifications and the appropriate key signature will be acknowledged.

Interval	Direction
<input checked="" type="radio"/> Minor 2nd	<input checked="" type="radio"/> Up
<input type="radio"/> Major 2nd	<input type="radio"/> Down
<input type="radio"/> Minor 3rd	
<input type="radio"/> Major 3rd	Enharmonic
<input type="radio"/> Perfect 4th	<input checked="" type="radio"/> Flats
<input type="radio"/> Tritone	<input type="radio"/> Sharps
<input type="radio"/> Perfect 5th	
<input type="radio"/> Minor 6th	<input type="button" value="Okay"/>
<input type="radio"/> Major 6th	<input type="button" value="Cancel"/>
<input type="radio"/> Minor 7th	
<input type="radio"/> Major 7th	
<input type="radio"/> Octave	

Note: In order for the key signature to be changed, you must include it in your selection range.

■ Inverting Blocks of Music

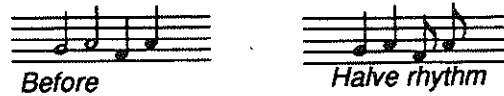
Inverting changes the intervals of a melodic line to the complimentary interval as shown below.

- 1 Using the options previously described, select the range you wish to use.
- 2 From the **Edit** menu, select **Invert** and the music will now be inverted.

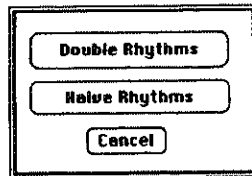


■ Changing Rhythms on Blocks of Music

This will double or half the duration of the selected range of music.



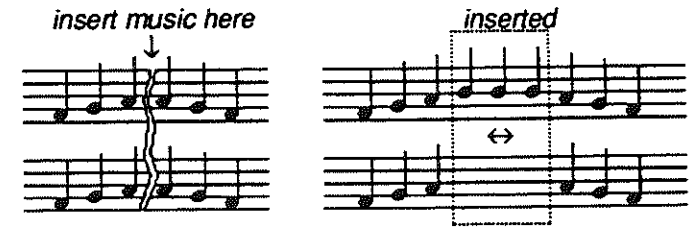
- 1 Using the options previously described, select the range you wish to use.
- 2 From the **Change** menu, select **Rhythm**.
- 3 A window will be displayed with two options: **Double Rhythms** or **Half Rhythms**.



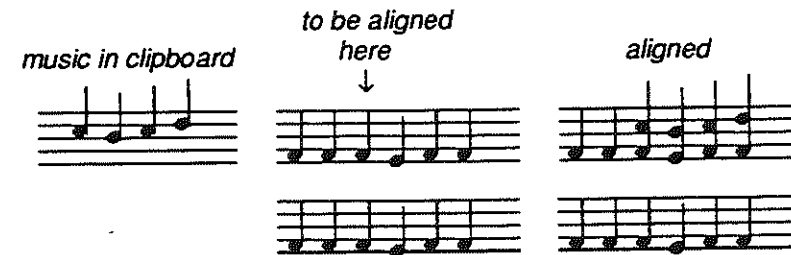
- 4 Using the mouse click on either option to have the music displayed in **Double Rhythms** or **Half Rhythms**.

■ Paste/Insert vs. Paste/Align

Paste/Insert is used to move something that has been cut or copied into the *clipboard* onto a staff. It is also used to move music from **MIDI Sequencer** to the current document. Music that is already on the staff will be moved to make room for the music being pasted.

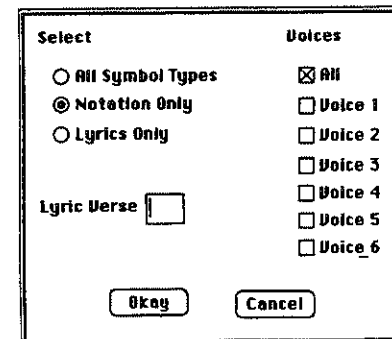


Paste/Align is used to move something that has been cut or copied into the *clipboard* onto a staff. It is also used to move music from **MIDI Sequencer** to the current document. The music will be aligned with the current music in the document.



■ Changing selection style

From the **Change** menu, select **Selection**. The following window will appear:



There are 3 basic controls over which symbols are actually chosen when you select a range of music.

All Symbols this is the default which will automatically select all symbols when any of the selection options are used.

Notation only will select only notation when any of the selection options are used.

Lyrics only will select only lyrics (you can specify the voice) when any of the selection options are used.

If you choose **All symbols** or **Notation only**, you may choose to limit the selection symbols to specific voices.

If you choose **Lyrics only**, you must limit the choice to a specific verse. Verse one is the default.

Shortcut: Double clicking on the I-Beam in the selection window will toggle between **All symbols (all voices)** and **Lyrics only (verse 1)**.

■ Using Line/Page breaks

Pyware™ *Music Writer* automatically handles the formatting of pages and lines on a page for printouts; however, there may be situations where you want more control over this. You may specify a line break or a page break on any bar line in your file. When the *Music Writer* is printing or displaying a page preview it will observe these markings. A line break will cause the marked bar line to be the last measure on the line, in effect, forcing the next measure down to the next line. A page break will cause the bar line to be the last measure on the page, forcing the next measure to the following page.

Add line/page breaks

- 1 From the **Tools** menu, select **Staff**.
- 2 Highlight the appropriate tool, *end line* or *end page*.
- 3 Click on the bar line where you want the line or page to end.

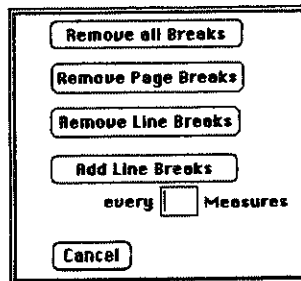
Removing line/page breaks

You can remove breaks one of two ways, the first being through the Tools menu which is used most often when removing only one or two breaks and the second adds an option for working with the entire file.

- 1 From the **Tools** menu, select **Staff**.
- 2 Highlight the appropriate tool, *end line* or *end page*.
- 3 While holding down the <option> key click on the bar line where you want the line or page break to be removed.

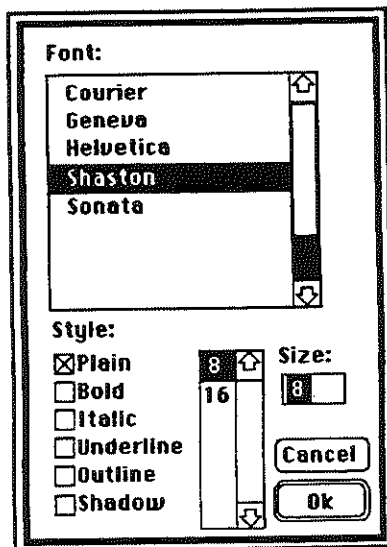
or you can:

- 1 Highlight any staff from the beginning horizontal point you wish to change; for example, beginning of the music, middle of the music, etc.
- 2 From the **Change** menu, select **Breaks**.
- 3 A window will appear. Here you have the ability to remove all breaks, remove page breaks, remove line breaks, or add line breaks at any set number of measures.



■ Changing fonts, styles, and sizes

- 1 Highlight the phrase you wish to change.
- 2 From the **Special** menu, select **Choose font**. A window will display various fonts, styles, and sizes, make the necessary changes to this window and click **Okay**.



Note: The availability of fonts depends on the number of fonts found in your **System Folder**.

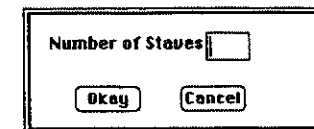
■ About this Chapter

This chapter will describe how to make new files, load existing file, save files, and delete files.

■ Making New Music Files

This creates a new music file in memory.

- 1 From the **File** menu, select **New**.
- 2 An instruction box will appear, type the number of staves you wish to work with and click **Okay**.

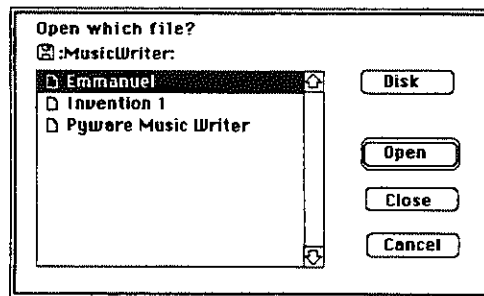


- 3 For setting up your staves see **Chapter 4 Setting up the Staves**.

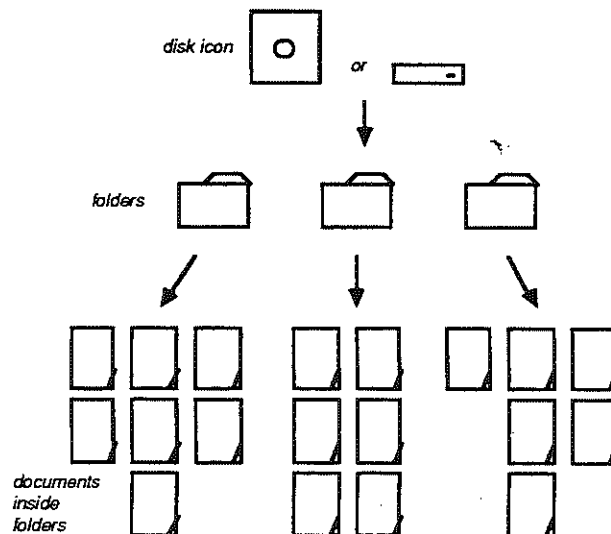
■ Loading Files

This loads a saved music file from a disk.

- 1 From the **File** menu, select **Open**.
- 2 A box will appear containing a directory of the disk the computer is currently accessing. The currently accessed disk name is displayed in upper right of window. If this is not the disk in which you want the music saved, click the drive button until the correct disk appears.



- 3 As shown below each disk can contain folders, and each folder can contain documents. You can find different sets of documents by moving around in each folder.



To open a folder, highlight the folder name and click **Open**. To get back out of a folder, click on the folder name at the top of the directory listing. This will take you to the previous folder or disk. The order of division is listed at the top of the directory.

- 4 Once the file is found, click on the file name and click **Open**.

■ Saving Files

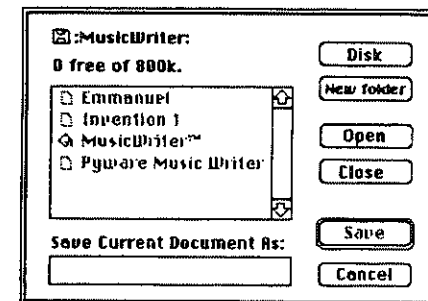
Saving files writes a music file to a disk. If your file is untitled follow steps 2-5 in the next section of this chapter **Saving Files with new names**.

It is a good idea to save your file frequently. This will prevent losing a large amount of work if the computer should lock up or you should have a power failure. An easy way to do this is to select **Save** from the **File** menu.

Shortcut: You may also press the **S** while holding down the **<command>** key. For other shortcuts refer to your Quick Reference Card.

■ Saving Files with new names

- 1 From the **File** menu, select **Save As**.
- 2 A box will appear containing a directory of the disk the computer is currently accessing.



The currently accessed disk name is displayed in upper right of the window. If this is not the disk you want the music saved to, click the **Disk** button until the correct disk appears.

- 3 If you want the file saved in a folder, highlight the folder name and click **Open**.
- 4 In the box provided, type the name you wish the file to be titled.
- 5 Click the **Save** button.

■ Save as a MIDI file

When saving a MIDI file the computer extracts only the MIDI information and stores it in a separate file. This function is used only when working with other applications that read standard MIDI files. From the **File** menu, select **Save as a MIDI file**.

■ Open a MIDI file

From the **File** menu, select **Open MIDI file**. This allows you to read in any MIDI file produced by any sequencer program that supports standard MIDI files.

An option window will appear that will allow you to change the quantization, accidental bias, beaming, and initial key.

Quantization	Accidentals Bias
<input type="radio"/> Whole	<input checked="" type="radio"/> Follow Key
<input type="radio"/> Half	<input type="radio"/> Sharps
<input type="radio"/> Quarter	<input type="radio"/> Flats
<input type="radio"/> 8th	Initial Key= C
<input checked="" type="radio"/> 16th	
<input type="radio"/> 32nd	
<input type="radio"/> 64th	
<input type="checkbox"/> Triplet	<input checked="" type="checkbox"/> Add Beams
Okay	Cancel

Quantization should be the same value you used to quantize your MIDI file. If your MIDI file has not already been quantized, opening a MIDI file will quantize the file to the value that you specify. This should be the smallest rhythmic value in the file.

Accidental bias determines the use of sharps or flats.

Beaming tells the computer to automatically beam the file you are transporting.

Initial key will tell the computer in what key the file should begin. If other keys are encountered while reading the file, they will be inserted.

■ Quitting the program

- 1 From the **File** menu, select **Quit**.
- 2 If your notation file has not been saved since the last changes the computer will display a screen for saving. As shown in the instructions at the beginning of this chapter.
- 3 Click **Okay** to return to the finder.

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