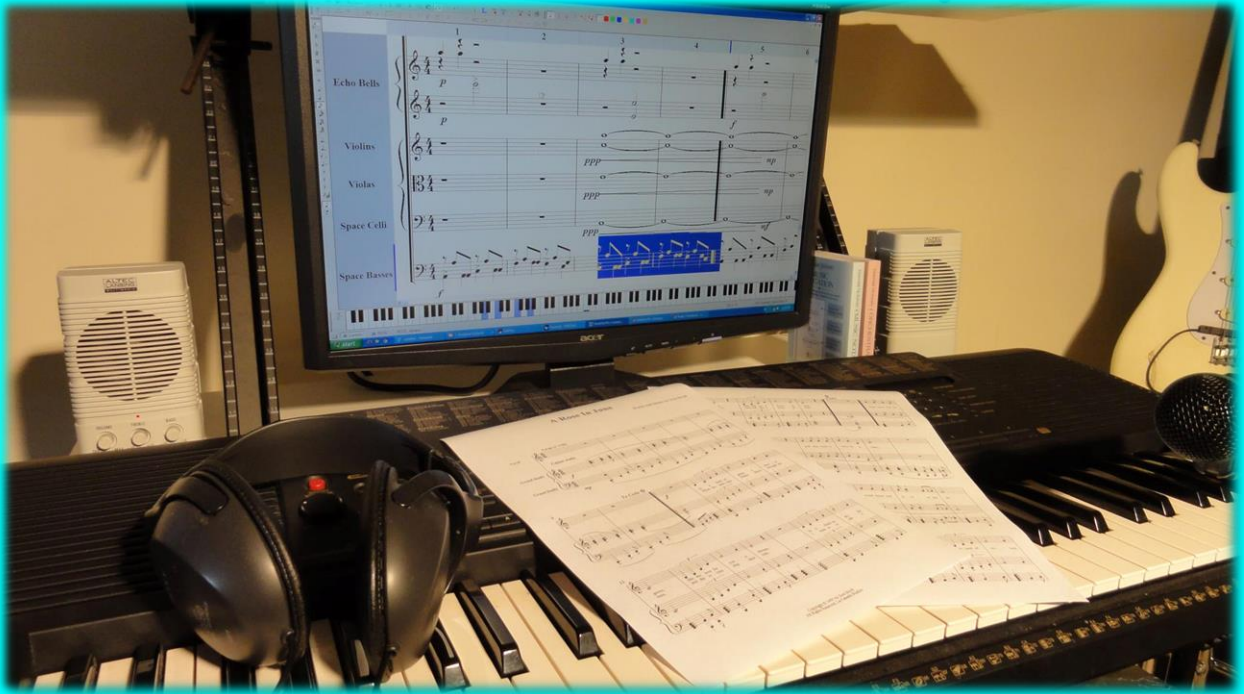


NoteWorthy Composer *Version 2.51*



How To Guide

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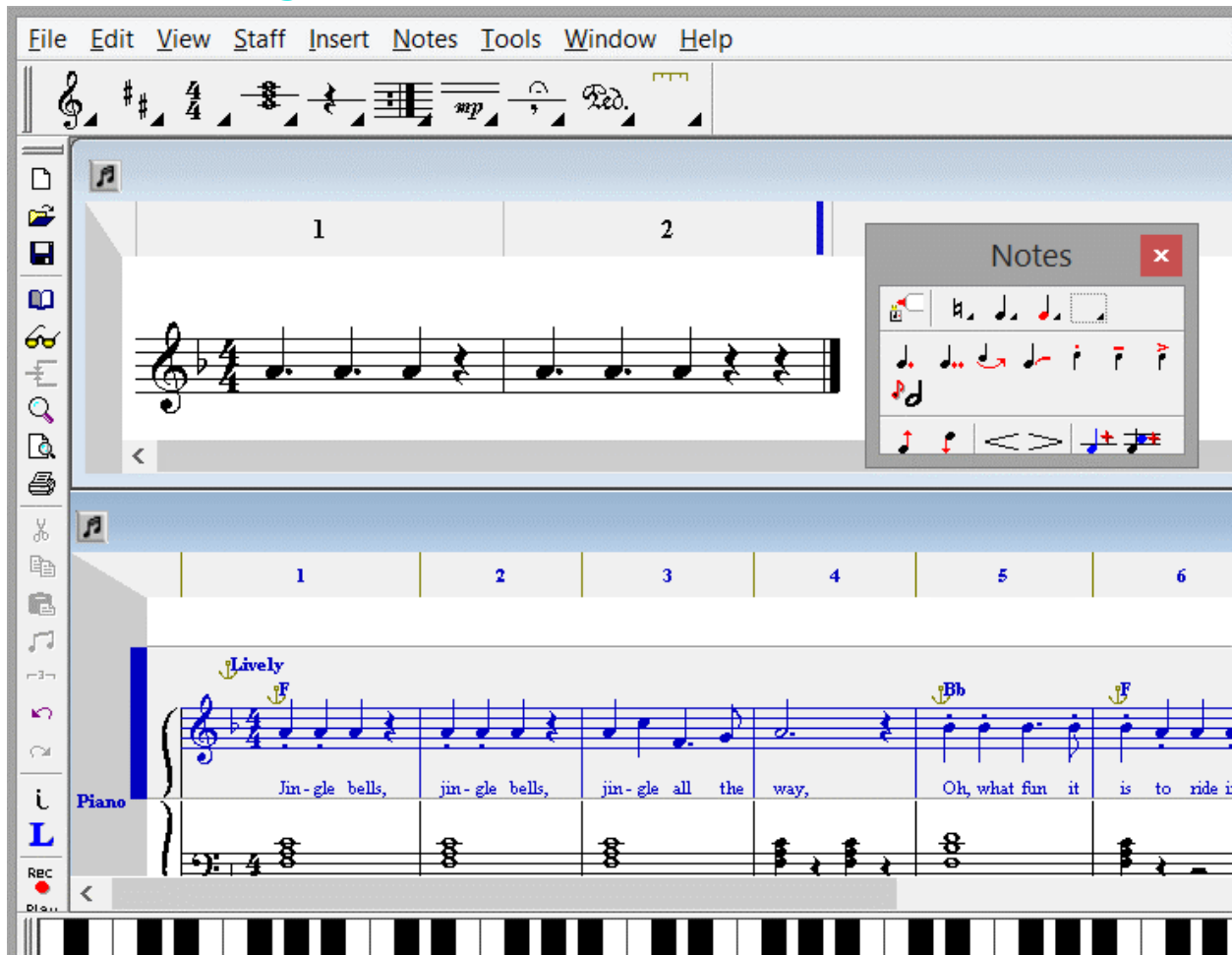
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The Workspace

This section will outline how to do things in the workspace – toolbars, etc. for details and questions about specific commands, see the Help within the program.

How to Change the Toolbars...



- ❖ **Move them around** – Left click one end of a toolbar and drag it where you want – to the middle, locked vertically on the side, at the bottom. If you create a mess, go to View: Toolbars...,Customize..., Restore Defaults.
- ❖ **Only show the ones you use most** – View: Toolbars...,Customize...
- ❖ **Create your own toolbar** - View: Toolbars...,Customize...
- ❖ **Increase the size** – right click on the double bars for a menu with Button Heights and set the Pixel size.
- ❖ **Create your own command button** – right click on  then select the command and save.

How to Use the Piano Keyboard Toolbar

You can choose if you want the piano toolbar showing with View: Toolbars, Piano – check to show or uncheck to not show on work space. Like the other toolbars, you can click and drag the piano around – just click on the double lines on the left of the bar to move it from the starting location.



- ❖ Middle C on the keyboard is marked with a small horizontal line on the piano bar.
- ❖ The location of the insertion point on the staff is marked with a circle on the piano bar.

To change the size and number of keys of the piano, use View: Toolbars, Piano Style: Here you will see a large selection to fit your computer screen size and your composing needs. The “All Keys” selections include all the keys supported by *NoteWorthy Composer*. However, the Standard 88 selections are the keys available on standard piano. If there is a need for the keys to wrap, this is done in the lower octaves.

Use it for

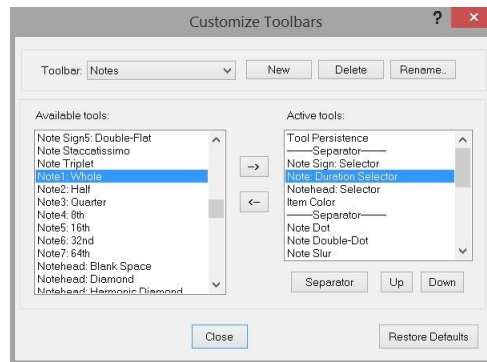
- ❖ **Play back:** As the song is played back, the notes will highlight in red on the piano bar.
- ❖ **Locating the insertion point:** The location of the insertion point on the staff is marked with a circle on the piano bar. As you move the insertion point on the staff, this will also show on the piano bar. If you press the Enter key on the computer keyboard, a note will be placed at this position.
- ❖ **Note entry:** Left mouse clicking on the piano keys will enter a note on the staff using the duration already selected (the position of the insertion point is irrelevant). To add a rest, left mouse click the rest icon on the piano bar or press the Space Bar. Bar lines will be added as you go based on the time signature (only when entering notes from piano bar).

To add a chord with the piano toolbar:

1. Left mouse click and hold the first note of the chord
2. Right mouse click the notes remaining in the chord – one at a time – while continuing to hold the left mouse button.
3. Release the left mouse click
4. The chord will appear on the staff

How to Put All Note Duration Icons on Toolbar

There is a Duration Selector icon on the Notes Toolbar. If you would like to add all the individual Note Duration icons to the Toolbar, do the following.



1. Go to View: Toolbars...
2. Click the button labeled "Customize"
3. Set Toolbar: Notes
4. Under Available tools: scroll down to Note1: Whole, click on once
5. Under Active tools: scroll down to Note: Duration Selector, click on once
6. Click the right arrow button between the 2 tools lists and you will see the Whole move to the right
7. Repeat this for Note2 through Note7
8. Click Close

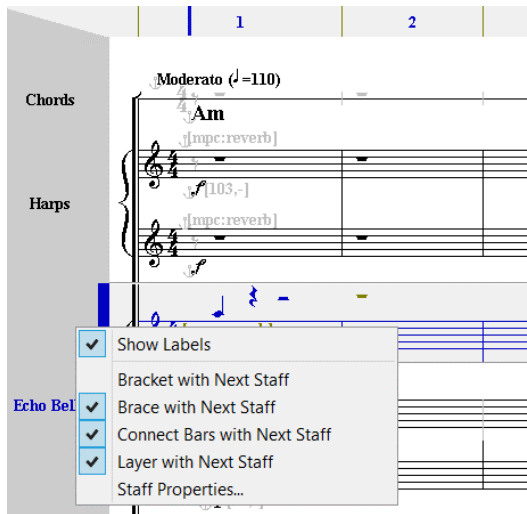
You will see the note durations on the toolbar.

You could do the same with Accidentals.

How to Use the Panels

Under the View menu you can turn on the Label Panel and Bar Number Panel.

When the Label Panel is on....



- ❖ Left mouse click in the Panel will make that staff the Active Staff.
- ❖ Double left mouse click will select the entire staff.
- ❖ Right mouse clicking in the Panel will give options of Show Labels, Bracket/Brace/Layer with Next Staff and Staff Properties.
- ❖ The Staff Label will be shown for each staff (set with Staff: Staff Properties, General tab, Staff Label) – if this is not on, right click in the panel and select Show Labels.

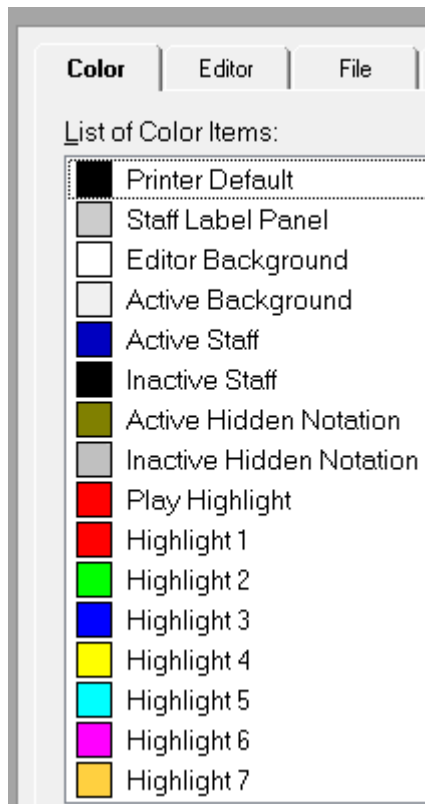
- ❖ When the mouse hovers to the left of the staff, a tool tip will appear with the Staff Label (set with Staff: Staff Properties, General tab, Staff Name). When the insertion point is away from the start of a staff, a mouse hover to the left of the staff will show Staff Name, Bar Number, Clef and Time Signature.

When the Bar Number Panel is on...

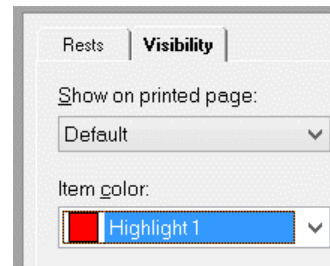
Each bar number will be shown across the top to help you keep place during editing. This is only for the editor and not for printing (which is set with File: Page Setup, Options tab, Measure Numbers).

How to Work with Color

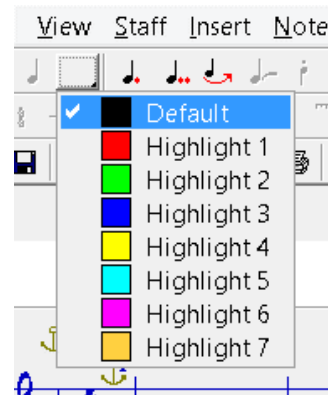
To access the global color settings, go to **Tools: Options, Color tab**. You have control over the color of the



The **highlight colors** are accessed when you select an item and want to assign a color to it. For example, to set a rest to a highlight color, select it, press Alt+Enter, under the Visibility tab, set Item Color.



The **highlight colors** can also be accessed from the Toolbar for selected items and items you are going to enter.



Coloring Notes vs Noteheads – Why and How?

Just the **notehead** can be colored (leaving the stem the printer default color – or a different color) or the **entire note** can be colored (note and stem). In handbells, you may want to color different notes in a chord leaving the stem a base color. Also for learning notes, you may want the different pitches to be different colors. Coloring the note and stem may be helpful as a reminder or teaching aid to the performer.

Color just notehead: Right mouse click a notehead, select color, and then the specific color. Or, select (highlight) a note, go to Edit: Properties [Alt+Enter], Notes tab, Notehead Color.

Color entire note: If you select (highlight) a note, and choose a color from the toolbar, the entire note will be colored (same as setting Edit: Properties [Alt+Enter], Visibility tab, Item Color). Or, if you have a highlight color turned on the entire note will be added in color.

Oops!

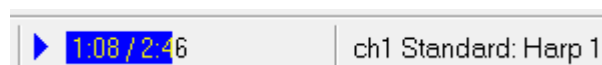
Be careful not to set your staff color to be the same as your background color, or you will not see the staff.

If you get a mess of colors, you can always click Restore Defaults to return to the original settings.

How to Use the Status Bar

The Status Bar is the bottom line of the work space. It can be turned off with View: Status Bar.

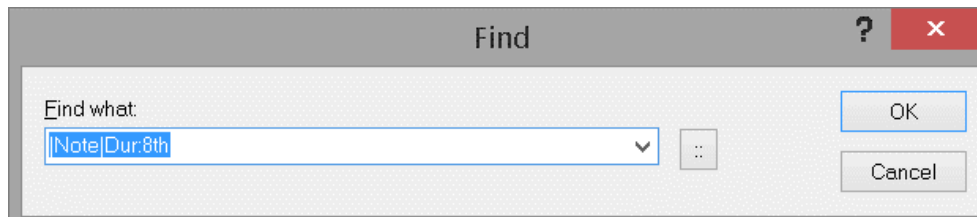
On the far right, the MIDI Channel Number, Group Name and Staff Name of the active staff are listed. A right mouse click to this information will open the list of staves to allow you to change the active staff. To the left of the staff information is the clef, current measure count and bar number at the insertion point of the active staff.



During playback, left clicking in the timer area will move play to that position in the staff. Clicking closer to the play arrow would put play closer to the beginning versus clicking more to the right side would put play toward the end.

How to Find Items and Edit those Items

To find an item on the active staff, use Edit: Find (Ctrl+F) to access the dialog box.



- To find text entered with Insert: Text, simply type the text into the box.
- To find any other item, enter its text representation. *(The box with the 4 dots will provide a list of common searchable items and enter it on the search line once selected.)*

Examples of text representations:

|Note|Dur:4th
will find any quarter notes

|Dur:4th
will find any quarter notes or quarter rests

|Tempo|Base:Quarter|Tempo:120
will find Tempo Base set to Quarter and Tempo set to 120

|Tempo|*
will find any Tempo entered on the staff

Note! By replacing parts of the text with an asterisk (*), you can create a wild card match criteria for that field.

To find the text representation of an item on the staff

1. Select (Highlight) a single item on the staff
2. Edit: Copy (Ctrl+C)
3. Paste directly into the Find What box or into a text editor

Edit: Find Next (F3) will find the next item on the staff.

The command **Edit: Filtered Properties...** (quick key Ctrl+F3) can be used to edit a group of items all at once. For example, to change all text expressions from one word to another or, to change the color of all the barlines at one time. The command uses the same character representations the Find command uses (examples shown above).

To change the “same text” to a “different same text”

If you used Insert: Text to place the name “Joseph” along the staff and now you decided “Mary” should do those parts,

1. With the insertion point at the start of the staff, press Shift+End to select the entire staff.
2. Go to Edit: Filtered Properties... (or quick key Ctrl+F3)
3. Type in Joseph – click Next
4. In the Expression field, type in Mary – click OK

All places with “Joseph” will be changed to “Mary.”

To change all quarter rests to a certain color

1. With insertion point at start of staff, press Shift+End to select the entire staff.
2. Go to Edit: Filtered Properties... (or quick key Ctrl+F3)
3. At Enter matching text, type in |Rest|Dur:4th – click Next
4. Under the Visibility tab, set Item Color – click OK

All the quarter rests will be changed to the color you set.

Working with Files

When you start a new song, you can start from blank or select a factory template. You may want to create your own templates to:

- ❖ Set default print and font selections
- ❖ Set default author name and copyright information
- ❖ Create a template with the number of staves, staff labels, instruments, etc. for your frequent applications
- ❖ Create a template with the rhythm or metronome beat that you like for recording from MIDI keyboard

Once you open a template with File: New to start a song, you can edit it and save it without altering the original template.

How to Create Templates

To edit and save the sample templates as new templates

1. Open the template that you want to change.
2. Change the features as you wish (it may be as simple as you want the tempo slower and you select the diamond beside the tempo and press Ctrl+ E to edit it).
3. Select File: Save As.
4. Save file under the Template folder as a name you choose.
5. Now when you enter Ctrl+N, your template will be in the Templates dialog box.

To create a template from new

1. Create your song file that will be a template.
2. Select File: Save As.
3. Save file under the Template folder as a name you choose.
4. Now when you enter Ctrl+N, you template will be the Templates dialog box.

To drag and drop files to templates


1. Press Ctrl+N to access the Song Templates dialog box and click the tab heading that you want your template to be placed under.
2. Locate the file template you created, or a song file that you want to be a template, on an Explorer window or the File Manager.

3. Drag and drop the file you created onto the Song Templates dialog box. To drag and drop -- In the Explorer window or File Manager, left click the file you created and continue to hold down the left mouse button. Then, drag the file over the top of the Song Templates box and release the left mouse button.

How to Move Your Song to another Application

If you are writing a paper on music or putting together a music test, you may want to insert parts of staves or songs from *NoteWorthy Composer* into another application.

To move your song page to another application

1. Create and save the song that you want to move to another application.
2. With the file open, select File: Print Preview.
3. Click the 3 line button  and select Copy Page...
4. Select clipboard or file (*.emf - Enhanced Windows Metafile format).
5. Next, paste (Ctrl+V) to your other application.

Tips for variables to change in Page Setup and Print for better performance:

- ❖ Printer: The higher the printer resolution, the larger the file, which requires more RAM for using the file. For example, if the printer is set for your laser printer and the bitmap cannot be created, select your fax software.
- ❖ Staff size: If you will be placing the staff in a smaller area, selecting a smaller font size in *NoteWorthy Composer* should give better results.
- ❖ Margins: If you only want the staff to take up 4 inches in width by two inches in height in the other application, go ahead and set those margins in *NoteWorthy Composer*.

To copy a staff section for use in another application

1. Select (highlight) the section of the staff you want to copy.
2. Select Edit: Copy Special.
3. If you only have one staff, the section has been copied to the Windows clipboard. If you have more than one staff, you will be asked if you want to copy only the active staff or copy all staves.
4. Go to your other application and press Ctrl+V to paste the staff/staves.

Tips for different looks when using Copy Special:

- ❖ In File: Page Setup, toggle Increase note spacing for larger note durations for more or less space between notes.
- ❖ Use Insert: Text to insert spaces around areas you will copy. For example, if you want to copy the clef on the staff but not the starting bar line, insert spaces after the bar line. Then select only the clef to be copied.
- ❖ If your printer or application will not print some of the staff once you have pasted it to the application, try making the active staff color black (Tools: Options, Editor tab).

Playback

The play back sound and instruments available are a function of your sound card or other play back device.

How to Change the Instrument in the staff

1. If you will only have one instrument playing the entire staff, or to set up the first instrument to be played in the staff, select Staff: Staff Properties or press F2.
2. Click the Instrument tab. For Name, click Predefined Instruments..., select the instrument you want for play back and click OK. Click OK.
3. After entering your notes, place the insertion point in the staff where you want the first instrument to stop playing and a different instrument to start.
4. Select Insert: Instrument Change or press the quick key I. On the Instrument tab, under Name, select the instrument you want to start playing at this point instead of the previously selected instrument. Click OK. Click OK.
5. The instrument name will appear to mark on the staff where the instrument change takes place. (The name will not appear on your printed copies – unless you change the setting under the Visibility tab.)
6. You may add additional instrument changes by following the same process.

What is the relationship between a staff and a channel?

Each staff that you add to a *NoteWorthy Composer* song file must be assigned to a MIDI channel. When you start a new song, by default, the first staff of a song is assigned to MIDI Channel 1, the second staff is assigned to MIDI Channel 2, third staff to MIDI Channel 3, and so on.

Each MIDI device can support up to 16 MIDI channels. Each MIDI channel can only handle one instrument patch at a time. So, each unique instrument patch will need to be mapped to a different channel.

Sharing a MIDI channel - If you have more than one NWC staff that will use the same instrument, all of them can probably share the same MIDI channel. For example, if you have three staves that require a Violin instrument (Staff: Staff Properties, Instrument tab, Name: Violin), all three can probably be mapped to the same MIDI channel (Staff: Staff Properties, MIDI tab, Channel) with acceptable results. In this case, only the first staff should actually assign an instrument, since a MIDI channel is only capable of

sounding one instrument at a time (although it can probably play multiple pitches at the same time).

In addition, the volume for all three staves must be the same in this configuration, since each staff is sharing the same MIDI channel. If you need independent volume control in each staff, this technique will not work. In this case, you should assign each staff to different, unique MIDI channels.

How to Review the Channel Assignments for a Score

The Tools: Score Review command is an easy way to quickly review your MIDI channel assignments. When the Device and Channel columns are the same for two or more staves, then they are sharing a MIDI channel. In this case, only one staff should have a Patch assignment, and the others should show "---" in this column.

ID	Name	Warn	Bars	Hide	Muted	Port	Channel	Patch	Transpose	Volume	Stereo Pan
0	Conductor		73			0	10	0	0	-1	-1
1	Harp 1	1	73			0	1	47	0	110	105
2	Harp 2		73			0	2	47	0	110	20
3	Echo Bells 1		73			0	3	99	0	127	0
4	Echo Bells 2		73			0	4	99	0	100	127
5	Echo Bells 3		73			0	5	99	0	70	64
6	Violins		73			0	6	51	0	100	45
7	Violin II		73			0	7	51	0	100	80
8	Violas		73			0	8	52	0	110	30
9	Space Cello 1		73			0	9	92	0	115	100
10	Space Cello 2		73			0	11	92	0	115	50
11	Space Bass Hi		73			0	12	40	-12	100	64
12	Space Bass Lo		73			0	13	40	-12	100	64
13	Echo-1L		75	Y		0	14	99	0	127	96
14	Echo-2L		75	Y		0	15	99	0	100	48
15	Echo-3L		75	Y		0	16	99	0	70	127

When things don't sound right - If you assign 2 staves with different instruments that are sharing the same MIDI channel, only one of the instruments will actually be played for both staves. So if you ever have a staff play back with a different instrument than you have assigned, check the staff to channel mappings.

Most sound cards have a percussion channel on Channel 10 (some have it on Channel 16). This channel will only play back percussion sounds and cannot be used for general instrument patches (the instrument patch command is often used to select different drum kits when sent on MIDI channel 10). The sample file drumref.nwc demonstrates the different pitches mapping to different percussion sounds for this channel.

When you have more than 15 staff parts - If you have a score with more than 15 parts, your primary option is to share MIDI channels using the technique described above. However, if you have more than one MIDI device in your system, an advanced option is to use more than one play back device to increase your number of available MIDI channels. This is configured from Tools: Options, MIDI tab, Devices used by play back, and then can be utilized in a staff using the Staff: Staff Properties, Midi, Play back device control. You should only try this if you are comfortable with this advanced technique, and are not planning to share your files with others that are not employing this technique.

How to Get Percussion Sounds for Playback

Most sound cards and MIDI play back devices have a percussion channel on channel 10 (or 16).

The file drumref.nwc (found in the Samples folder) shows that different pitches represent different percussion sounds. You will need to determine if your sound card supports this. Open the file drumref.nwc and play back. If you hear percussion sounds, then Channel 10 is your percussion channel. If you do not hear percussion sounds, change the Channel to 16 (Staff: Staff Properties, MIDI tab, Channel) and try play back again. If you hear percussion sounds, then Channel 16 is your percussion channel. If you do not, your play back device may not support MIDI percussion play back.

The following staff section shows how a few of the percussion sounds would be notated for play back:

Hand Clap	Cow Bell	Low Bongo	Mute Triangle
--------------	-------------	--------------	------------------

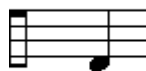
How are Percussion Sound and Percussion Notation Different?

The percussion channel on a sound card will play back drum sounds (bass drum, hand clip, cow bell, etc.) based on the note pitch. For example, to notate the Bass Drum sound,

Played on MIDI Channel 10 as "Bass Drum 1"

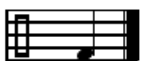
Percussion notation often assigns a drum type to a certain position on the staff. For example on a 5 line staff, the bottom space will be a Bass Drum. However, at playback, the following would play as a Low Tom.

Played on MIDI Channel 10 as "Low Floor Tom"



You may want to create a visual staff for printing that is muted and display and hidden staff for play back that is assigned to channel 10.

Percussion Notation



Visual staff for printing, will be muted

Percussion Sound



Hidden Staff for play back, will not be visible
(File: Page Setup, Contents)

How to Create Instrument Trees

You can create your own instrument trees based on the equipment that you have (keyboards, synths, etc). New Instrument Tree files are added to a dedicated folder that is controlled from Tools: Options, Folders.

To learn more about creating your own instrument trees, open the Sample.nwctree file in a text editor. This file is located on your computer where you have installed the program under NoteWorthy Composer 2\itrees.

Other instrument trees created by other users are available in the online community.

How to Send Patch Instructions

If you have a MIDI synthesizer that you want to send patch information to, use these fields.

Send Patch - Select the Send Patch box if you want to select a specific MIDI patch number that will be sent to the MIDI synthesizer. The patch number starts at 0, and goes up to 127 (it is zero based). If you have an external synthesizer that displays patch numbers, these might start at 1 (it is one based), so you might have to subtract one from the number on the display when used here.

The easiest way to select a patch number is by using the Predefined instruments button. You can then select the instrument by name, rather than number.

Note: If the current staff is sharing a MIDI channel with another staff, then only one of the staves should send patch number information.

Send Bank Select - MIDI synthesizers will often support a variety of instrument banks, each containing different groups of instrument sounds. Select the Send box to specify a specific bank of sounds. The MSB field specifies the value for MIDI Controller 0, and the LSB field specifies the value for MIDI Controller 32.

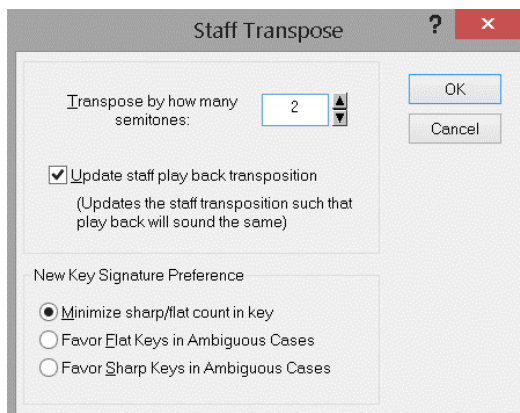
These controller values will then be sent to your synthesizer. Consult your synthesizer manual if you think it supports multiple patch banks and you want to use this feature.

Note: If the current staff is sharing a MIDI channel with another staff, then only one of the staves should send bank select information.

How to Work with Transpose

Transposing a staff is the process of notating the staff in a different key than the key for which it was first written. If you are playing piano from a printed score and a friend with a B Flat trumpet joins you in playing the literal score, it will sound horrible. This is because when the trumpet plays a C note, it will actually sound as a note with a pitch of B flat. Since you used *NoteWorthy Composer* for your score, you can quickly transpose the piano score for the trumpet player and provide a print out. The trumpet player will need a piece transposed up 2 semitones from the piano piece, since it is two steps up from B flat to C.

Note: Make sure that you have a key signature on the staff! If the staff is in the key of C, it may not have a key signature. You need to add one if it is not there. You can do this using Insert: Key Signature.



To transpose a staff:

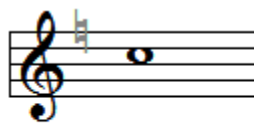
1. Select Tools: Transpose Staff.
2. Select the number of semitones (up or down) by which you would like to transpose the staff. Click OK. The notes on the staff should change to reflect the new pitch and key signature.

For proper play back pitch by the computer after the transposition, enable the *Update staff play back transposition* option. This will automatically compensate the MIDI play back pitch by the opposite number of semitones. This play back transposition/compensation selection can later be altered manually in Staff Properties (F2) under the MIDI tab.

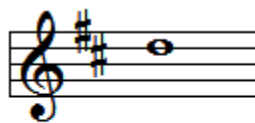
Why is this necessary? Because computers/synthesizers generally play all notes at the written pitch, regardless of the selected instrument patch. If you want your computer to mimic the behavior of a real instrument, you sometimes have to set the staff's play back transposition in order to mimic the real world instrument. An actual real world B flat trumpet playing a notated middle C will actually sound a B flat note. However, your computer sound card/synthesizer assigned with Instrument set for Trumpet will play a notated middle C as a middle C. You have to adjust the staff play back in order to get it to sound as a real trumpet should sound.

Cleaning up after transposing - You may want to Audit Note Stems (Tools menu) after a transpose to reset notes stems to logical directions.

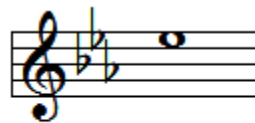
More on Transposing



Piano part in
C Major



Transposed for Bb Trumpet
(now in D Major)



Transposed for A Clarinet
(now in E Flat Major)

Look at the first staff on the left - "Piano part in C Major"

- ❖ If a **Piano** plays this note, it will sound like a **C**
- ❖ If a **B flat Trumpet** plays this note, it will sound like a **B Flat** (B flat up to C = 2 semitones)
- ❖ If an **A Clarinet** plays this note, it will sound as an **A** (A up to C = 3 semitones)

To change the notation of the **Piano part in C Major** for use by a Bb Trumpet, the C note must be re-written as a D in order to get a C sound. Also, the key signature has to change from C Major to D Major. Using the Tools: Transpose Staff command, you simply transpose by +2 semitones to convert the part.

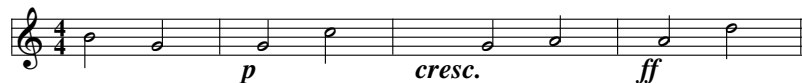
To change the notation of the **Piano part in C Major** for use by an A Clarinet, the C note must be re-written as an E flat in order to get a C sound. Also, the key signature has to change from C Major to E flat Major. Using the Tools: Transpose Staff command, you simply transpose by +3 semitones to convert the part.

Tips:


- ❖ When composing a new piece, write your parts for piano first. Then, you can simply transpose parts as necessary for the target instrument.
- ❖ If your target instrument sounds lower than the tonal center of the target instrument for the existing notation, then you must transpose upward. This means you would use a positive number for transposing. The reverse is also true.

How to Use Dynamics to Alter Volume

Using Dynamics and Dynamic Variances together will allow you to increase or decrease volume over a section during play back. The Dynamic Variance Crescendo (*cresc*) is an instruction to gradually increase volume, while Decrescendo (*decresc*) instructs to gradually decrease volume. The Dynamics range from the very, very soft Pianissimo (*ppp*), to the very, very loud Fortissimo (*fff*). As an example, follow the instructions to create the staff below that will increase in volume from the *p* to the *ff*:



1. Enter the clef, time signature, notes and bar lines as above.
2. With the insertion point to the right of the first bar line, select **Insert: Dynamic**.
3. On the Dynamic tab, select Style: **Piano**.
4. Check the box for Custom Note Velocity and set the value for **127**. Note velocity is how hard a note is struck.
5. Check the box for Change Channel Volume and set the value for **30**. Here, you are setting the volume (range of 1 to 127), instead of using the default.
6. Click **OK** to exit the dialog box and you should see the *p* on the staff with the settings you selected- *p(127,30)*. The settings will not show in printed copies, only the *p*, as in the example staff.
7. With the insertion point to the right of the second bar line, select **Insert: Dynamic Variance**.
8. On the Dynamic Variance tab, select Style: **Crescendo**.
9. Click **OK** to exit the dialog box and you should see *cresc* on the staff.
10. With the insertion point to the right of the third bar line, select **Insert: Dynamic**.
11. On the Dynamic tab, select Style: **Fortissimo**.

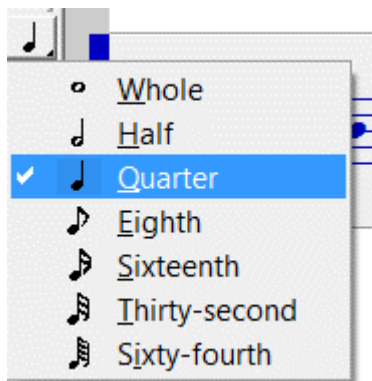
12. Check Custom Note Velocity and set the value for **127**.
13. Check Change Channel Volume and set the value for **127**.
14. Click **OK** to exit the dialog box and you should see the *ff* on the staff with the settings you selected- *ff(127,127)*. The settings will not show in printed copies, only the *ff*, as in the example staff.
15. Click the Play Song  icon or press **F5** to hear the result.

Working with a Staff

How to Choose a Duration for a Note or Rest

There are several ways to select a note duration. With these methods, have the insertion point on the staff where you want the note to be placed and press Enter after selecting the duration. (If you want to place a rest, use Spacebar instead of Enter.)

Using Duration Icon

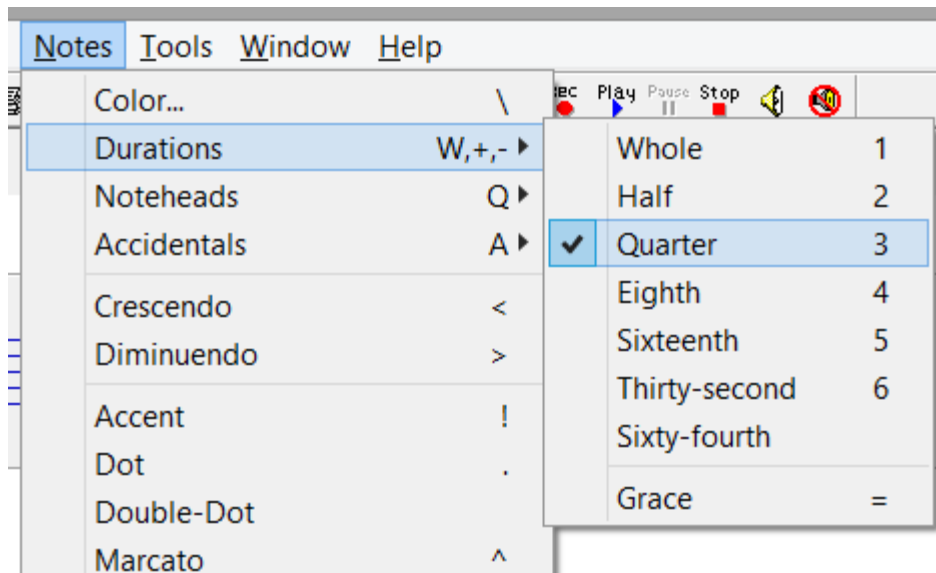


Left click the Duration Icon, use the mouse to click the duration

Or, left click the Duration Icon, use the up/down arrow keys to select the duration

Or, press the quick key W to open the above – then use up/down arrow keys or underlined letters to get to duration

Using Notes Menu



Go to Notes: Durations, select duration (all with the mouse)

Or, press Alt+N (Notes menu), press D (get to Durations), press Q (select Quarter)

Or, press Alt+N (Notes menu), then use the arrow keys to get to durations

Using Duration Quick Keys

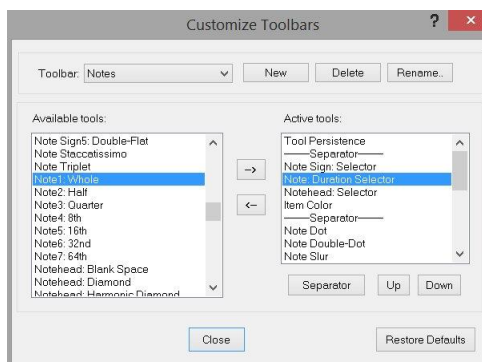
Use the computer keyboard quick keys for the duration

Select a Whole Duration	1
Select a Half Duration	2
Select a Quarter Duration	3
Select an 8th Duration	4
Select a 16th Duration	5
Select a 32nd Duration	6
Select Smaller/Larger Duration	-/+
Select Smaller/Lg Duration	Ctrl+Shift+↑,↓

Using Individual Duration Icons

Add all the duration icons to the toolbar and mouse click them

1. Go to View: Toolbars...
2. Click the button labeled "Customize"
3. Set Toolbar: Notes
4. Under Available tools: scroll down to Note1: Whole, click on once
5. Under Active tools: scroll down to Note: Duration Selector, click on once
6. Click the right arrow button between the 2 tools lists to move Whole to the right
7. Repeat this for Note2 through Note7
8. Click Close

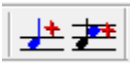


You will see the note durations on the toolbar. Then mouse click the duration you want.

How to Enter a Chord – Notes Aligned Vertically

To enter chords, use Ctrl+Enter. For example:

1. Enter the first note of the chord
2. Place the insertion point to the right of that note and at the pitch for the second note.
3. Press Ctrl+Enter and the second note will be entered into a chord with the first note.
4. To enter more notes, repeat steps 2 &3.



You can also use the tool bar icons to add a note, change the pitch position and then add a chord member.

NoteWorthy Composer only supports one voice per staff. The smallest duration in a chord is what is counted for measures. You can force it to look like two voices in some cases by using the stem direction control and changing longer duration notes into several smaller tied durations to get the chords right. For more about chords, search the Help file for Chord Member command.

To enter a rest in a chord, the rest must be entered first, it must be same or smaller duration than the note and may need a stem direction assigned to it. You can mark the rest not to print by selecting the completed chord, pressing Alt+Enter and under Rest Chord do not check - Show Rest.

For two voices on a staff, you will need to use Staff Layering.

How to Enter Two Voices on a Staff – Layering

Staff layering is the method used to place two voices on a staff. Staff layering will allow you to notate each voice on a separate staff and then merge the staves for printing and viewing. The sample song file layering.nwc demonstrates this feature.

1. Open layering.nwc. It is located in the Samples folder. Make sure you have the global setting at File: Page Setup, Contents, Allow Layering turned on to be able to layer and unlayer.
2. Using View: Layering in Edit Mode – make sure this is not checked so the staves are not layered. Now you can see how each voice is on a separate staff. Here you can edit each staff.
3. Click the top staff to make it active.

4. Press F2 (Staff Properties) and select the Visual tab. For the top staff, you will see that "Layer with next staff" is checked. Press OK. Press Page Down to make the next staff active. Press F2. Here you will see that it is not layered because the top staff will layer with it. Continue this process to see the third staff is layered with next and the fourth staff is not layered. (The Layer with Next command is also on the Staff menu).
5. With View: Layering in Edit Mode – check this to allow layering. Now the staves are layered again. You can still use Page Up and Page Down to cycle through the staves and you can use Shift+F5 to play only one voice.

If you want to create your own song with layering, you can use the satb template, which is the layering.nwc file or start your own song.

Key Ideas for Layering

- ❖ There are 3 commands associated with layering
 - -Staff: Staff Properties, Visual tab, Layer with next Staff
 - -View: Layering in Edit Mode
 - -The global setting at File: Page Setup, Contents, Allow Layering
- ❖ To move through layered staves, use Page Up and Page Down - Look for the active staff color to show what staff you are working with. Once you have the staff active, you can edit the notes, use Tools: Staff Play (to just play that staff), etc. To set an active staff color, go to Tools: Options, Color, Active Staff.
- ❖ Use Extra Note Spacing and Vertical Offset for Rests - To make space for notes that overlap more than you want, select the note, press Alt+Enter, under the Notes tab, set Extra Note Spacing. The vertical position of a rest can be changed in the same way with Vertical Offset.
- ❖ Change Direction of Tie or Slur - If you need to change the slur or tie direction of a note, select the notes, press ALT+Enter, under the notes tab, change the direction.

How is Preserve Width Used

The option to Preserve Width in dialog boxes under Placement. One example is Insert: Text. If you select Preserve Width, the text will take up its own width on the staff and notes will start after the text. If you do not select Preserve Width, the text will not take any width on the staff. In this case, text placed at the top of the staff will allow notes to be entered under the text. If you do not Preserve Width, the symbol or text you are

entering will appear with a diamond beside it. Since the item has no width of its own, the diamond gives you something to select for editing or deleting. The diamond will not appear in your prints (the diamond may be changed to an anchor with Tools: Options, Editor, Small Expression Anchor).

Text entered with Insert: Text can be deleted, copied and pasted and edited. Depending on whether you Preserved Width or not, the focus of the commands will be different. If you Preserved Width, the focus will be on the text. If you did not Preserve Width, the focus will be the diamond.

How to delete Text, etc without deleting notes

If you have not Preserved Width for an inserted item (Text, Tempo, Dynamic, etc), this item does not have a width on the staff. This allows notes to be placed directly under the item. Since the item has no width for you to select, a small gray diamond is placed to the left of the item. The diamond gives you something to select for editing or deleting (the diamond may be changed to an anchor with Tools: Options, Editor, Small Expression Anchor).

When you want to delete, copy or edit the items without width, the focus will be the diamond - not the item.

To delete the item, place the insertion point to the left of the diamond and press delete. Or, place the insertion point to the right of the diamond and press back space. Or, select the diamond and press delete.

To copy the item, select the diamond and press Ctrl+C.

To edit the item, select the diamond and press Alt+Enter.

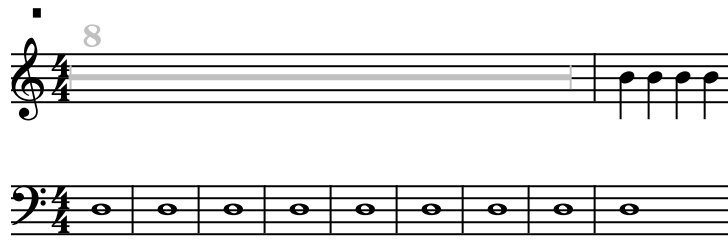
How to Insert a Multi-Measure Rest

Using the Insert menu, you can place a multi-measure rest.



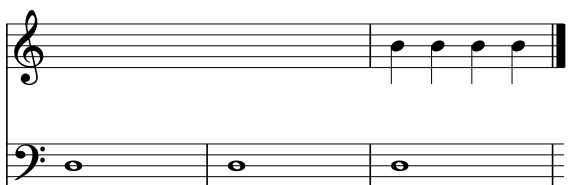
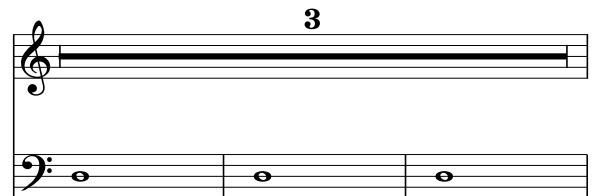
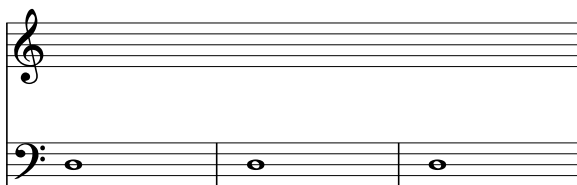
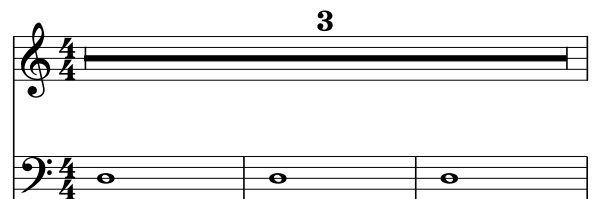
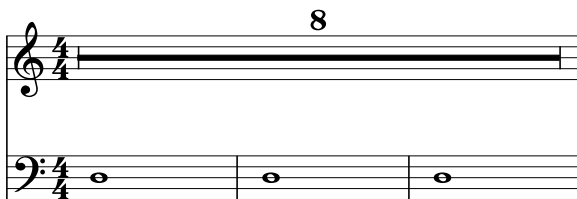
When you only have **one staff** (visible in the **editor and for printing**), the multi-measure rest symbol with the total number bars of rest will be shown.

When you have **more than one staff**, in the **editor**, the rest will stretch as long as the other measures



Show Only Once – **checked**; Visibility – Always

Show Only Once – **not checked**, Vis - Always

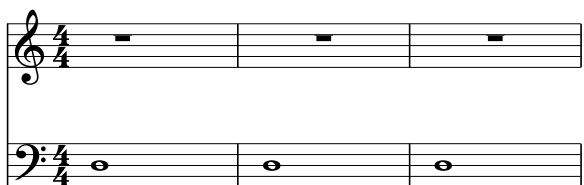


When Hidden

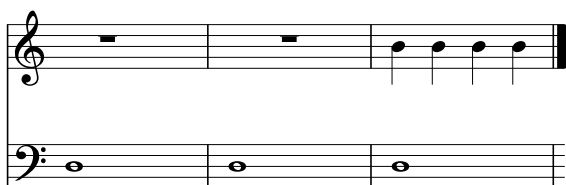
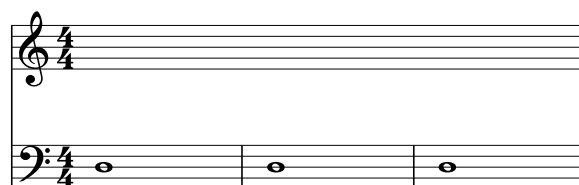
Print Bar Lines - When the MMR is hidden, this option will cause bar line boundaries to be displayed on the printed page for each empty measure of rest.

Print Whole Rests - When the MMR is hidden, this option will cause a whole rest to be displayed on the printed page for each measure of rest.

Print Bar Lines & Whole Rests—checked, Vis -Default checked, Vis-Default



Print Bar Lines&Rests—not



How do I keep the multi-measure rest sections from printing in a multi-staff print?

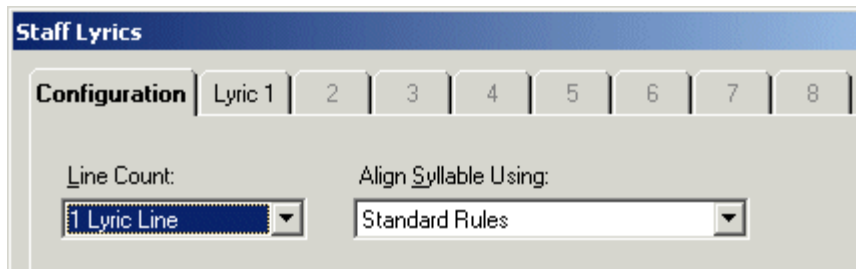
After you have used the command Insert: Multi-measure Rest, at the start of that rest, go to Insert: Boundary Change and check – Start a collapsible section. Start Collapsible Section - check this for a staff that has a multi-measure rest when you do not want it to be printed. Rests will be printed to keep a system complete.

How to Work with Lyrics

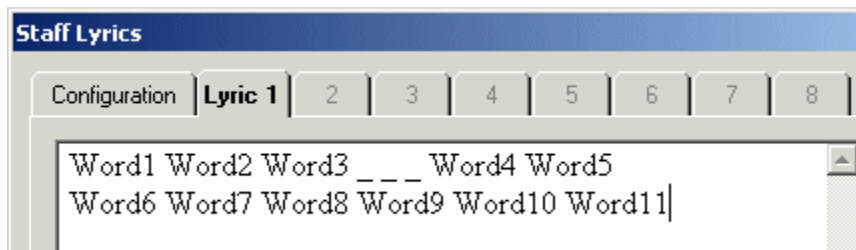
Lyrics, the words for a song, are entered with the command Edit: Lyrics. The command can be accessed in any of the following manners:

- ❖ Select the Edit command menu and then select Lyrics...
- ❖ The quick key Ctrl+L
- ❖ The Lyric icon, which is the blue capital L

To set lyrics for a staff, click the staff to make it active and access the lyrics command (Ctrl+L). Once you have the Staff Lyrics dialog box open, on the Configuration tab, set how many lyric lines your song will have with Line Count. Select the number of lines with the drop down box. This can be changed at anytime. So, if you are not sure how many lines you will have, start with "1 Lyric Line" as shown below. You cannot add lyrics until you have set the Line Count.



Setting Line Count to "1 Lyric Line" will make the Lyric 1 tab available. Click on the Lyric 1 tab. Click in the white box. You will enter your lyrics in this box, as shown below. Then click OK. If you already have notes placed on the staff, the lyrics will appear with the notes. If you do not have notes on the staff yet, the lyrics will show once notes are added. When you need to change or add to the lyrics, go back to Edit: Lyrics.



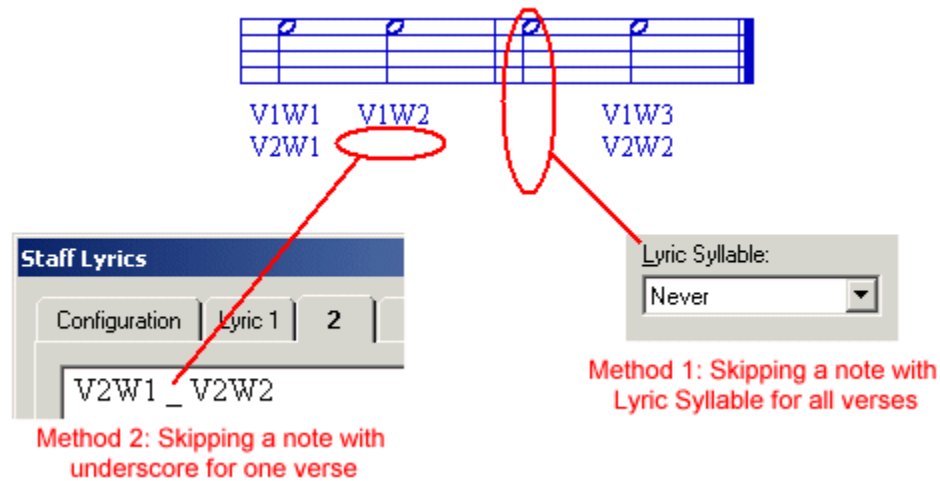
Setting Notes to Not Have Lyrics

Lyrics will start at the first note of the song. If you have notes at the beginning, or anywhere in the song, that that you do not want lyrics assigned to, there are 2 methods to skip the notes.

Method 1 - Set the property of the notes to never have lyrics. To do this, select/highlight the notes that you do not want to have lyrics, press Alt+Enter to access the note properties dialog box, and under the Notes tab, set Lyric Syllable to Never. See the diagram below.

Method 2 - Use an _ (underscore) in the Lyric Editor (Ctrl+L) for each note you want to skip. If you have several lines of lyrics and you want lyrics both assigned and not assigned to the same notes based on the verse, you will need to use the underscores. For example, entering _ _ _ _ in a Lyrics tab will skip 4 notes. These notes will not have

lyrics and the underscore will not show in the editor or print. See the diagram below for an example.



Assigning Lyrics to Tied or Slurred Notes

By default, lyrics are not assigned to notes that are the beneficiary of a tie or slur. If you would like to assign lyrics to these notes, select the notes, press Alt+Enter, under the Notes tab, set Lyric Syllable to Always.

Changing the Font Size and Style

In some cases you may want to keep the staff size the same, but increase the size of the lyrics. You may also want to use a font other than the default Times New Roman. To change the lyric size and font for an open file:

1. Select File: Page Setup.
2. Click the Fonts tab.
3. In the scroll box, click Staff Lyric and click Modify.
4. In the Font dialog box, change the Font, Font style and Size as you like.
5. Click OK.

Remember: If you use fonts that others do not have, your song will not display correctly on their machine.

Assigning Lyrics Both Above and Below a Staff

To assign lyrics above the staff and below the staff, you will need to use staff layering.

With staff layering, you will create one staff with the lyrics on top of the staff and create another staff with the lyrics under the staff. Then you will layer the 2 staves to be one staff with lyrics on top and bottom.

Cutting and Pasting Lyrics

When working with lyrics you may want to copy, cut and paste lyrics within the Staff Lyrics dialog box or between *NoteWorthy Composer* and another application. You can copy, cut and paste lyrics by using the Windows clipboard manipulation keys.

1. While in the lyric editor (Ctrl+L), select (highlight) the section of lyrics you want to work with by holding down the left mouse button and dragging it across the lyrics or by using Ctrl+Shift+Left/Right Arrow Key.
2. Press Ctrl+C to copy the lyrics or press Ctrl+X to cut the lyrics.
3. Place your insertion point where you want to insert the copied or cut lyrics.
4. Paste the lyrics by pressing Ctrl+V.

Assigning Several Words to One Note

The underscore (_) can be used to connect several lyric words to one note. For example, "Word1_Word2" entered in the Staff Lyrics Editor (Edit: Lyrics) would assign "Word1 Word2" to a single note. To use this, make sure you have "Underscore shown as space" on the Lyrics Configuration tab checked.

How to use the command Insert: Boundary Change

You can use this command to alter the printed score if you want...

- ❖ A printed song with a different number of staves at different times
- ❖ To print more than one song on a page
- ❖ A gap in the song

Boundary | Visibility

Change the printed staff boundary offset

Set new boundary offset Upper: 8 Lower: 8

Reset to default

Collapsing/hiding a printed staff

Start a collapsible section

Cancel/forbid collapse from this bar

Stand alone print instructions

Gap the staff: Width: 2.00 System connections (top staff only)

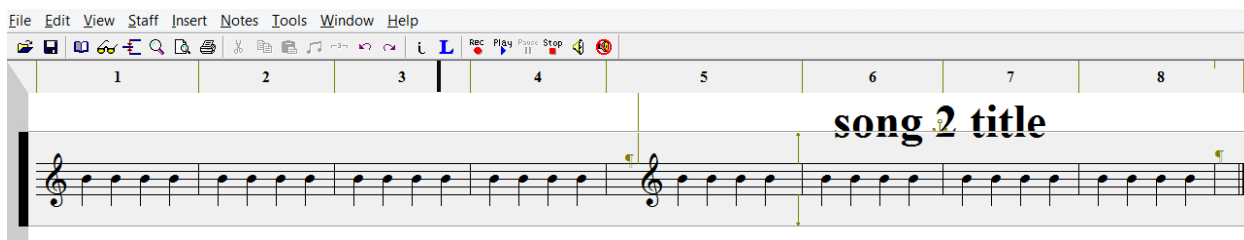
Force a new system (top staff only): Start a new page

For more detail on each setting in the above dialog box, see the Help file of the program. The following examples show what the command can do.

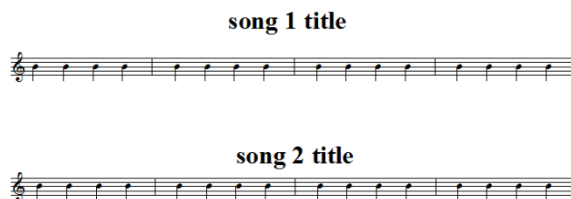
Example 1 – Putting more than one song in a file for printing

At the start of measure 5, the commands used are:

- ❖ Insert: Boundary Change – Force a new system (top staff only)
- ❖ Insert: Boundary Change – Set new boundary offset
- ❖ Insert: Boundary Change – Reset to default
- ❖ Insert: Text - song 2 title
- ❖ Insert: Bar Line (Decorated) – Force System Break (top staff only)



File: Print Preview for the above file shows:



Example 2 – Printed song with one staff, 2 staves, back to one staff

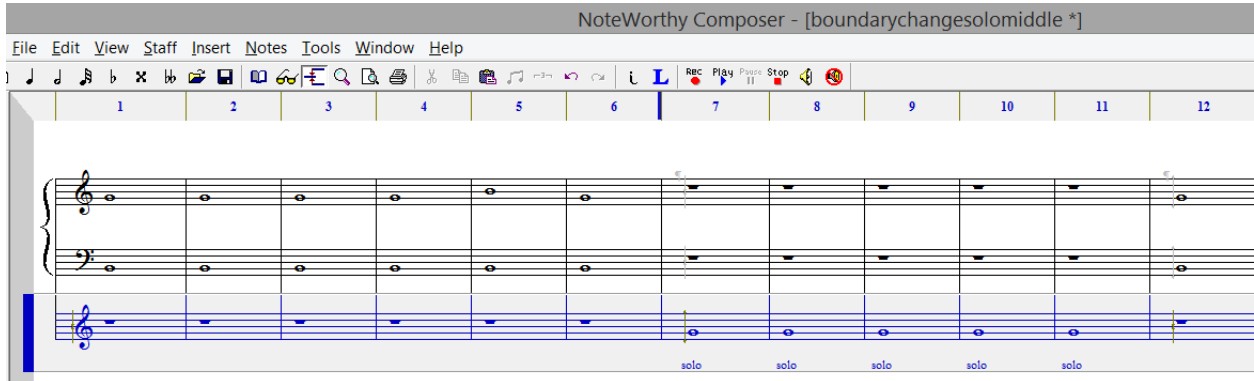
The screenshot shows the NoteWorthy Composer interface. The menu bar includes: Edit, View, Staff, Insert, Notes, Tools, Window, Help. The toolbar contains various icons for file operations, editing, and playback. The score area shows three staves over 8 measures. The top staff (treble clef) has notes 'A' in measures 1-5 and a bar line in measure 6. The middle staff (treble clef) is collapsed until measure 6, where it begins with notes. The bottom staff (bass clef) is collapsed until measure 6, where it begins with notes. A table below the middle staff shows: Lyric Line 1 and Lyric Line 2 starting at measure 6.


At the start of measure 6 of the top staff, the command used is the Insert: Boundary Change – Force a new system (top staff only). The item to the right of that is “start a collapsible section” which causes that bar to stop/collapse. The next staves down have “start a collapsible section” at measure 1 and a “Cancel/forbid collapse from this bar” at measure 6 which causes the staff to start to be shown.

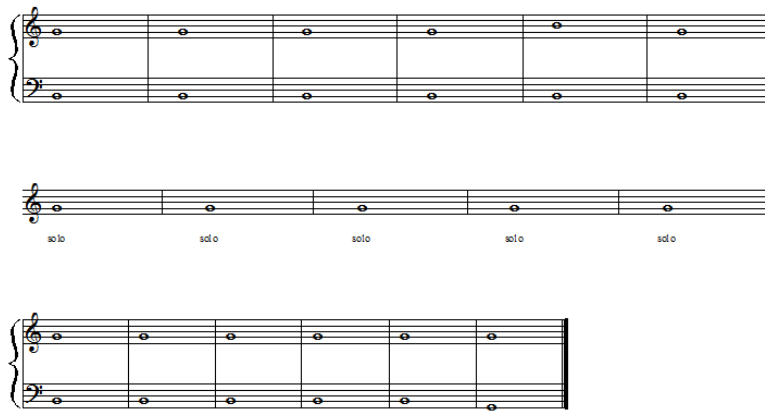
File: Print Preview for the above file shows:

The print preview shows three systems of music. The first system consists of a single staff with five measures of notes 'A'. The second system consists of two staves: the top staff has five measures of notes 'A', and the bottom staff has six measures of notes 'A'. The third system consists of a single staff with six measures of notes 'A'.

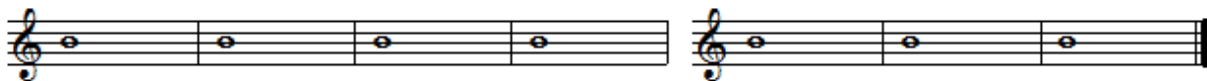
Example 3 – Printed song with 2 staves, one staff solo, back to 2 staves



The command Insert: Boundary Change is used at measures 7 (start a collapsible section) and 12 (cancel/forbid collapse from this bar). The  symbols are "Force a new system" markers. File: Print Preview for the above file shows:



Example 4 – Creating a Gap in the Staff



Simply use Insert: Boundary Change, check Gap the staff

MIDI Recording

How to Get Started with a MIDI Keyboard

To have *NoteWorthy Composer* to accept input from a MIDI keyboard, you need:

- ❖ A MIDI keyboard (needs to be MIDI compatible, not just an electric keyboard)
- ❖ A sound card that has a MIDI port or a MIDI interface card
- ❖ MIDI cable
- ❖ *NoteWorthy Composer*

It does not matter to *NoteWorthy Composer* how the MIDI keyboard is connected to the computer (USB, Serial, PCMCIA, sound card MIDI/joystick port, etc) as long as the MIDI hardware is there and the drivers are installed. For example, you can connect your MIDI keyboard to a USB port with the proper interfaces/drivers and *NoteWorthy Composer* will accept the input. If you have a USB port and want to connect a MIDI keyboard at that port, you will need to purchase a MIDI interface that includes the MIDI drivers.

If you are connecting the MIDI keyboard to your computer via the sound card joystick/MIDI port, the MIDI cable needed to connect to your computer will have 2 5-Pin DIN connectors on one end (for connecting to the MIDI keyboard) and a DB15 Male and Female connector on the other end (to connect to your joystick/MIDI port and have access available to game port).

There are **2 ways to input notes** with a MIDI keyboard.

- ❖ Live play will record what you are playing with duration.
- ❖ Step play will enter note pitches as you press keys without duration.

How to Use Step Recording/Input

Step play will enter note pitches as you press keys without duration. This means you can enter the note pitch from the MIDI keyboard. The duration is not recorded, just the pitch. Since this is not a live recording, notes and chords can be entered at your own pace. To enter notes in step time:


1. Go to **Tools: Options** and click the **Record** tab.
2. If not already set up, on the Record tab, select the **Input Device** for your system.
3. On the **Midi** tab, set MIDI port usage to **While Active** or **Always**.

4. Select **Tools: MIDI Input Active** or click the MIDI Input Active  icon.

Now when you press a key (or keys for a chord) the note(s) will be entered in the score on the active staff. Durations for the notes can be selected using the computer keyboard quick keys, the mouse to click the note duration icons or possibly from controllers on your MIDI keyboard. Search the Help file for "MIDI Input Active" for more information on MIDI keyboard controllers that can be used to set note duration.

How to Use Live Recording

Live play will record what you are playing with duration.

1. Go to **Tools: Options** and click the **Record** tab.
2. If not already set up, under the Record tab, select the **Input Device** for your system.
3. Still under the Record tab, under **Import Options**, select the placement of the notated recording when completed. The choices: New Window, Record Group (of score playing while recording) or Buffer Only.
4. Click **OK**.
5. Press **Ctrl+N, Rhythm tab** and select a score that you will use for background play as you record. A score must be open and playing to record. *NoteWorthy Composer* provides several Rhythm templates that are helpful in recording or you can use your own song file.
6. Click the Record  icon or press **F4**.
7. Play your MIDI keyboard (or MIDI other device) along with the rhythm or song.
8. Press **F6** to stop recording or recording will automatically stop at the end of the background song.

Recording will appear where you set it in Import Options. Under Import Options, if you selected:

New Window - The recording will appear in a new window.

Record Group - The recording will show in the background song's window. The recording will be in its own group entitled Record.

Buffer Only - Access the notated recording with **Staff: Import Recording**.

How to Get Right and Left Hand to Show on Recording

Here are some settings to get the 2 staves from right hand and left hand:

Tools: Options, Import, Maximum Single track chord size - Decrease this number, 12 may be a good starting point. Record, see how the new number works, change number and try again, until you get better results

- and/or -

Staff: Import Recording- Once you record a song, you can import with this command as many times as you want. You can import the first time and set the note range to be for the right hand. This will set a staff for the right hand. Import a second time and set the note range to be for the left hand part. This will set the staff for the left hand under the first staff.

Printing

How to Get More (or Less) on a Printed Page

Some of the items you can change to try and get the look you want include:

- ❖ File: Page Setup, Margins
- ❖ File: Page Setup, Fonts, Staff Metrics – Change, Staff Size
- ❖ File: Page Setup, Options, Increase note spacing for larger....
- ❖ File: Page Setup, Fonts
- ❖ Staff: Staff Properties, Visual, Upper Boundary
- ❖ Insert: Bar Lines (Decorated), Force System Break
- ❖ Insert: Spacer
- ❖ Insert: Boundary Change

What Can Boundary Change Do?

- ❖ adjust space above and below a staff in specific areas
- ❖ collapse (hide) the multi-measure rest section of the staff during printing multiple staves
- ❖ create a gap/break in the staff or start a new system on a new line or new page

Support for *NoteWorthy Composer*

For support in using *NoteWorthy Composer*, you may contact us via:

E-mail support@noteworthysoftware.com

Web <http://NoteworthySoftware.com>

Mail *NoteWorthy Software, Inc.*
PO Box 211
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