

NoteWorthy Composer[™]

User's Guide



NoteWorthy Software, Inc.

PO Box 995

Fuquay-Varina, NC 27526-0995

USA

NoteWorthyComposer.com

Information in this document is subject to change without notice. No part of this document may be reproduced in any means for any purpose without the express written permission of *NoteWorthy Software, Inc.*

Copyright © 1996-2002 *NoteWorthy Software, Inc.* (Program)
Copyright © 2002 *NoteWorthy Software, Inc.* (Documentation)
All rights reserved.

NoteWorthy Composer is a trademark of *NoteWorthy Software, Inc.* Other brand and product names are trademarks or registered trademarks of their respective holders.

Table of Contents

INTRODUCTION	1
INSTALLATION	1
ABOUT THE USER’S GUIDE	1
LEARNING MORE ABOUT NOTEWORTHY COMPOSER	2
SHORTCUTS TO USING NOTEWORTHY COMPOSER	2
SUPPORT FOR NOTEWORTHY COMPOSER	3
NOTATING “JINGLE BELLS”	4
CREATING A NEW FILE	4
ADDING, NAMING AND CONNECTING STAVES	6
THE WORK SPACE	7
TIME TO SAVE	8
CLEF, TIME SIGNATURE AND KEY SIGNATURE ENTRY	8
NOTE ENTRY	10
REST ENTRY	11
BAR LINE ENTRY	11
MEASURE NUMBERS	11
MORE NOTES	12
SPECIAL ENDINGS AND REPEATS	12
SELECTING AN INSTRUMENT FOR PLAY BACK	13
CONFIGURING FOR SOUND - PLAY BACK	14
NOTATE THE LOWER STAFF	15
CHORD ENTRY	16
REPEATS IN THE LOWER STAFF	16
PLAY THE FINAL SONG	16
LYRICS	17
LAST ADDITIONS (TEXT ENTRY)	18
PRINTING “JINGLE BELLS”	19
CONGRATULATIONS!	19
HOW TO.....	20
GET DRUM SOUNDS TO PLAY BACK	20
CUT AND PASTE LYRICS	20
CHANGE INSTRUMENT IN STAFF FOR PLAY BACK	21
CHANGE OR ADD THE KEY SIGNATURE	21
CHANGE NOTES TO A NEW CLEF	21
TRANPOSE	22
USE REPEATS, FLOW DIRECTION AND SPECIAL ENDINGS	23
CHANGE LYRIC SIZE AND FONT	24
INCREASE/DECREASE VOLUME DURING PLAYBACK	25
COMBINE TRACKS OF A MIDI FILE	26
HIDE SYMBOLS, NOTES, BAR LINES, ETC	26

RECORD PLAY FROM A MIDI KEYBOARD	27
REMOTELY INPUT NOTES FROM A MIDI KEYBOARD	27
CREATE TEMPLATES	28
ENTER A FERMATA	29
GET RIGHT & LEFT HAND STAVES FROM MIDI RECORDING	29
MOVE YOUR SONG FILE TO ANOTHER APPLICATION	30
COPY STAFF FOR USE IN ANOTHER APPLICATION	30
INCREASE SPACE AROUND A STAFF	31
MOVE THROUGH THE TABS WITHOUT THE MOUSE	31
START PLAY FROM A POINT OTHER THAN THE BEGINNING	31
FADE VOLUME WITH THE MULTI-POINT CONTROLLER	32
PUT TWO VOICES ON ONE STAFF FOR SATB	33
USE GROUPS	33
CUSTOMIZE THE TOOLBARS	34
ENTER MUSIC SYMBOLS NOT LISTED	35
SELECT THE ENDING BAR LINE STYLE	35
TROUBLESHOOT WITH SCORE REVIEW	36
WORK WITH DIFFERENT FILE TYPES	37
ACCESS MORE PROPERTIES FOR AN ITEM	38
CHANGE THE NUMBER OF LINES IN A STAFF	38
FIND A SPECIFIC ENTRY IN A LARGE SCORE	38
SHARE YOUR *.NWC SONG FILES	38
COMMON QUESTIONS.....	39
APPENDIX.....	48
NOTATION SYMBOLS	48
GENERAL MIDI DRUM LIST	49
GENERAL MIDI INSTRUMENT LIST	50
NOTE POSITIONS AND NAMES.....	51
VARIOUS MUSIC DURATION NAMES.....	51
SUPPORT FOR NOTEWORTHY COMPOSER	51

Introduction

NoteWorthy Composer is a music composition and notation processor for Windows. It allows you to create, record, edit, print and play back your own musical scores.

Installation

NoteWorthy Composer is installed using the installation program on the CD. Place the *NoteWorthy Composer* CD in your CD drive, then open an Explorer Window to view the contents of the CD (on most systems this will be automatic).

Windows 3.1 and Windows for Workgroups Users: To install *NoteWorthy Composer*, go to the Setup folder on the CD, Run the file *nwcset16.exe* to install.

Windows 95 or later Users: If you are using Windows 95 or later (this includes Windows 95, 98, ME, NT4, 2000 or XP), you should be able to install by clicking the *NoteWorthy Composer* icon on the initial screen that is loaded automatically when you insert the CD. If this screen does not appear, to install *NoteWorthy Composer*, Run the file *autorun.exe*.

If you already have *NoteWorthy Composer* installed:

It is recommended that you uninstall earlier versions prior to installing the new version. You can see what version you have installed by going to Help: About in *NoteWorthy Composer*. You can remove an existing version using the uninstall utility installed with that package. Once you have removed the old version, install the new version of *NoteWorthy Composer* from the CD. If you want to keep multiple editions on your computer, you should install this new version into a different directory. Do not run older versions at the same time as this new version.

About the User's Guide

This user's guide is designed to cover the basics of *NoteWorthy Composer* and will help you create scores like a pro in no time.

It is assumed you have a working knowledge of the Windows interface. If you do not feel comfortable with Windows, you may want to review the Windows help file, documentation and/or tutorial.

In this user's guide, the left mouse button is considered the primary (most often used) button. If your mouse is set up differently, please be aware of this fact.

When 2 or more of this symbol ◆ are listed together in the user's guide, it means there are several different ways to accomplish the same task. Only one of the methods needs to be performed to complete the task.

Learning More about NoteWorthy Composer

This user's guide is intended to be a supplement to the information available in *NoteWorthy Composer's* **Help** file (**F1**). If you want to learn about a specific command, press **F1** while the command is highlighted in the menu. For example, to learn more about how to enter lyrics, click on the Edit menu, move the mouse over Lyrics and press **F1**. In addition to a description for each command, the **Help** file also includes some general topics. Just click on the **Help** menu for a listing of topics

You can access topic-specific assistance by clicking the **Help** button in dialog boxes. If you are using the 32 bit version, specific help can be accessed by clicking the “?” at the top of dialog boxes and then clicking an item in the dialog box for more information.

Each time you open *NoteWorthy Composer*, a **Did You Know?** dialog box will appear providing a new user tip. These tips can also be accessed from the **Help** menu under the **Did you know...** command.

Another way to learn the capabilities of *NoteWorthy Composer* is to use the sample song files. These songs are in the Samples folder and can be accessed with **File: Open**. By playing, previewing and printing the files, you can get an overview of the product. If you see a symbol in a sample score that interests you, select (highlight) it and press **Alt+Enter** to open the dialog box for the symbol. Once the dialog box is open, click **Help** for more information.

Lastly, if you have Internet access, our web site has several areas that are helpful in learning and using the product. For example, the “User Tips” page contains creative ideas from users. The “*NoteWorthy Composer* Forum” provides an area for users to post questions and comments for other users to read and issue responses. Our web address is <http://noteworthycomposer.com>.

Shortcuts to Using NoteWorthy Composer

Most note and symbol entry in *NoteWorthy Composer* can be done from the computer keyboard with quick keys. There is a list of quick keys in the **Help** menu under **Keyboard Reference**. Once you learn the shortcuts, notating will be faster than using the menus and the mouse.

NoteWorthy Composer uses many of the same editing keyboard shortcuts as word processors. If you are not familiar with these shortcuts, the instructions

below will be helpful. You may want to practice these techniques on one of the sample songs provided with *NoteWorthy Composer*.

Moving Around in a Staff: To move the insertion point one item at a time, use the \longleftrightarrow keys. To move one measure at a time, use $\text{Ctrl}+\longleftrightarrow$. While working in a staff, pressing the **Home** key will take you to the beginning of the staff and the **End** key will take you to the end of the staff. When you add **Shift** to the key combinations, the items will be selected as you move.

Selecting: Some actions in *NoteWorthy Composer* can be performed only after items have been selected. For example, cut ($\text{Ctrl}+\text{X}$) and beam ($\text{Ctrl}+\text{B}$) cannot be executed until items are selected. Once an item is selected, it will appear highlighted with a different background color. To select an item(s):

Mouse selecting - Click the left mouse button and drag over the item.

Keyboard selecting - Place your insertion point to the left (or right) of the item, hold down the **Shift** key while pressing the \rightarrow (or \leftarrow) key to highlight the item. Holding the **Ctrl** key at the same time will select the entire measure. **Shift+End** selects to the end. **Shift+Home** selects to the start.

Deleting: An item can be deleted by placing the insertion point to the left of the item and pressing **Delete** or by placing the insertion point to the right of the item and pressing **Backspace**.

Moving Around in the Score: Pressing **Page Up** will activate the staff above the currently active staff. The insertion point will be moved to the new active staff. **Page Down** will activate the staff below the currently active staff.

Ctrl+Home will activate the top staff while **Ctrl+End** will activate the last staff.

Support for NoteWorthy Composer

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


E-mail	support@NoteWorthyComposer.com
Web	http://NoteWorthyComposer.com
Postal Mail	<i>NoteWorthy Software, Inc.</i> PO Box 995 Fuquay-Varina, NC 27526-0995 USA

Notating “Jingle Bells”

The purpose of this section is to help you become familiar with how to enter a score from start to finish by notating the song “Jingle Bells.” The focus is on note and symbol entry, with some music basics. The final score is in the Samples folder as file *jingle.nwc*. In addition, a printed copy of the song file is shown on page 5 of this user’s guide. While working through this section, it may be helpful to have the file *jingle.nwc* open as a reference. Use **File: Open** to access the song file *jingle.nwc* in the Samples directory.

Creating a new file


To start, you will need to create a new song file. It will be used to notate the song “Jingle Bells.” **To start a new song file**, do one of the following:

- ◆ Select the **File** menu option and **New**.
- ◆ Click the New File  icon.
- ◆ Press **Ctrl+N**.

Once you have started a new song file, the **Song Templates** dialog box will appear. There are several song templates to select from, but we will start a song from scratch. With **<Blank Score>** selected from the General tab, click **OK** to start a new empty file. (For more information on Templates, see page 28.)

Next, the **File Info** dialog box is presented. This area allows you to enter information about the song. The title, author and copyright information entered in this dialog box is used when printing the song file. Enter **Jingle Bells** for the Song Title. The copyright information will be entered in for you. Any of this information can be changed if you wish. The Comments section is where you can add any extra information about the song. If you like, type in: **My notation of Jingle Bells**. Once you have entered the information, select **OK**.

Note: You can always change the song information in this screen at a later date. **To access the File Info**, do one of the following:

- ◆ Select the **File** menu option and **Info**.
- ◆ Click the Authoring Info  icon.
- ◆ Press **Ctrl+I**.

Jingle Bells

Lively

F

Jin - gle bells, jin - gle bells, jin - gle all the way,

Bb F G C7

Oh, what fun it is to ride in a one - horse o - pen sleigh.

1.

2.

C7 F

one - horse o - pen sleigh.


Copyright © 2000 by NoteWorthy Software, Inc.
All Rights Reserved

“Jingle Bells” Notated with *NoteWorthy Composer*

Adding, Naming and Connecting Staves

After clicking OK in the **File Info** dialog box, the editing screen will appear with one staff. “Jingle Bells” has two staves, so you need to add another staff.

To add another staff, use one of the following procedures:

- ◆ Select the **Staff** menu option and **New Staff**.
- ◆ Click the New Staff  icon.
- ◆ Press **Ctrl+A**.

Now, the two staves need to be named. In addition, you need to put a piano brace at the start of the two staves. You will work with the upper staff first. Click the top staff to make it active. **Open the Staff Properties dialog box** by doing one of the following:

- ◆ Select the **Staff** menu option and **Staff Properties**.
- ◆ Press **F2**.
- ◆ Right mouse click and select **Staff Properties**.

Under the **General** tab, rename the staff currently listed as Staff to **Right Hand**. To frame the staff with a brace as in piano format, click the **Visual** tab and select **Upper Grand Staff** as the Style. Click **OK**. The lower staff will need to be set before the brace will be drawn.

Make the lower staff active by doing one of the following:

- ◆ Click the lower staff.
- ◆ Press **Page Down**.

Note: You know a staff is active when it is the active color and has a box around it. The default setting for the active staff color is blue. You can change the staff colors for *NoteWorthy Composer* by selecting **Tools: Options** and clicking the **Color** tab. You can turn the box off with the **Editor** tab, Active Staff Frame.

Using Staff Properties (**F2**), under the **General** tab, replace the Staff-1 name with **Left Hand**. To make sure the piano brace will be completed, click the **Visual** tab and select **Lower Grand Staff** as the Style. Click **OK**. You should now see the start of two staves with a brace in front of them.

The Work Space

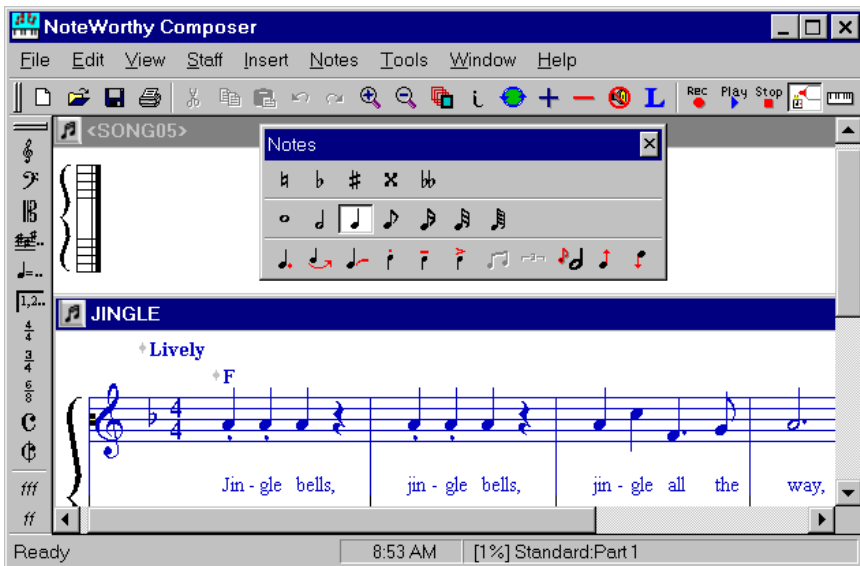
The *NoteWorthy Composer* work space is shown below.

Dockable toolbars: You will notice the Notes toolbar in a different location than usual. You can click and drag the toolbars to the best position for you. Just click one end of a toolbar with the left mouse button and drag it. If you drag it to one side of your work space, the toolbar will align vertically with the side.

Customizable toolbars: *NoteWorthy Composer* will allow you to streamline your toolbars to only include commands that you frequently use. To create new toolbars or to modify existing toolbars, use **View: Toolbars, Customize**. Once in the Customize Toolbars dialog box, click the Help button for more information.


The **Window: Tile** command will display both *jingle* files in tiled fashion for easier viewing.

As you create a song in *NoteWorthy Composer*, the staff (or staves) will extend to the right as if following a time axis. When you print your song, the staff (or staves) will be wrapped in sheet music style. For example, in the work space, to see all of the file *jingle.nwc* you must scroll to the right. However, go to **File: Print Preview** and you will see the staves wrapped in several lines.



Time to Save

To preserve your work, you should save the file now and occasionally while working on the score. **To save a file**, do one of the following:

- ◆ Go to the **File** menu and select **Save**.
- ◆ Click the Save File  icon.
- ◆ Press **Ctrl+S**.

Here you can name the file and place it in your Documents folder. Since *jingle.nwc* is the original file name, you may want to save your file as *jingle2.nwc*. It is best to save your song files in a different folder than the *NoteWorthy Composer* program folder. You can set the default location for saved files in **Tools: Options, Folders** tab.

Clef, Time Signature and Key Signature Entry

At the beginning of most songs you will find a clef, a time signature and a key signature. You will enter these items by working with the upper staff first and return to the lower staff later. Since “Jingle Bells” is a two-handed piano score, a treble clef is needed in the top staff.

The insertion point plays a key role in note and symbol entry. It is the flashing marker in the staff that determines where items will be placed. This placement indicates where a new entry will be before and after items, as well as where it will be vertically on the staff. For clef and signature entries, the vertical position is not important, as the sign will be centered automatically. However, it will be important for note entry to place notes at the right pitch. If you make a mistake and need to delete items, place your insertion to the right of the item and press Backspace or place your insertion point to the left of the item and press Delete. You can also use Edit: Undo (Ctrl+Z).

To add the treble clef, make sure the insertion point is within the lines of the top staff. **Access the Clef dialog box** in one of the following ways:



- ◆ Select the **Insert** menu option and **Clef**.
- ◆ Right click mouse, select **Notation: Clef**.
- ◆ Press the quick key **C** or **c**.

Once the Clef dialog box is open, select **Treble Clef** and click **OK**.




If you are using the **Insert Tool Bar**, you can simply click the Treble Clef icon to place the clef on the active staff at the insertion point.

Note: The **Insert Tool Bar** (which by default appears vertically along the left of the work space) allows fast point and click entry of some common symbols. However, you are not always provided access to the symbol's dialog box and possible advanced features. For example, when you point and click on the Treble Clef, the clef is placed on the staff. However, if you use Insert: Clef, the dialog box will be presented and you can see that you can set the octave shift and change the color. During this tutorial, instead of using the Insert Tool Bar you may want to use the Insert menu and look at the dialog box for the symbols. That way, you will know what else is available if you should need these features in future work.

Next, you will need to enter the key signature. The key of "Jingle Bells" is F Major. **To access the Key Signature dialog box**, use one of the following:



- ◆ Select the **Insert** menu option and **Key Signature**.
- ◆ Right click mouse, select **Notation: Key Signature**.
- ◆ Press the quick key **K** or **k**.
- ◆ Click the  icon in the Insert Tool Bar

In the box, select **F Major** and click **OK**.

If you are not familiar with the key signatures, there is a chart in the Appendix of this user's guide.

Now, the time signature needs to be entered. The time signature is written like a mathematical fraction which indicates the number of beats per measure (top number) and which note gets one beat (bottom number). The sample song "Jingle Bells" uses 4/4 time. Thus, there will be 4 beats per measure and a quarter note is one beat. **To open the Time Signature box**, do one of the below:



- ◆ Select the **Insert** menu option and **Time Signature**.
- ◆ Right click mouse, select **Notation: Time Signature**.
- ◆ Press the quick key **G** or **g**.

In the Time Signature dialog box, type **4** in for Beats per Measure and for Value for Beat. Click **OK**.





Using the **Insert Tool Bar**, you can simply click the 4/4 icon to place the 4/4 time signature on the active staff at the insertion point.

Note Entry

There are several ways to enter notes and you will probably try them all before you find the style you like best. As you work with *NoteWorthy Composer*, you will develop the method that is right for you. This section starts with the point and click method and moves towards quick keys. MIDI keyboard entry is not covered here, see page 27 for instructions.

The first note in “Jingle Bells” is a quarter note in the A position with a staccato. The staccato mark means to play the note short, or detached. **To place the first note using the mouse:**


1. Click the Quarter Duration  icon.
2. Click the Staccato  icon.
3. Click the A position in the upper staff (the second space from the bottom), to the right of the time signature. You should see the insertion point blinking in the A position
4. Press **Enter**.

The second note is the same. **To place the second note using quick keys:**

1. Press the number **3** for quarter duration.
2. Press the comma (,) for a staccato.
3. Place the insertion point in the A position using the ↑↓ arrow keys.
4. Press **Enter**.

Enter the third note using one of the above methods or try your own combination.


Tips for entering notes:

- ✓ If you do not know the action an icon represents, hold the cursor over the icon and a tool tip will appear with the command name and, if available, its quick key
- ✓ Icons may be on (white background), off or unavailable (grayed out). If an icon is on, it is ready to be used. Turning an icon on while notes are selected will perform the action represented by the icon. Turning an icon off while notes are selected will reverse the action. If an icon is grayed out, items have not been selected for which the icon can be used.
- ✓ To prevent auto-reset of some icons during note entry, select Tools: Persistent Note Tools or click the  icon.

Rest Entry

After the three staccato quarter notes, there is a quarter rest. To choose the duration for the rest, select the quarter duration. These are the same icons you have been selecting to enter notes. **To enter the rest:**



1. Place the insertion point to the right of the last note entered.
2. Click the Quarter Duration  icon or press **3**.
3. Press the **Space Bar**.

Remember: **Enter** inserts a note and **Space Bar** inserts a rest. The note duration icons select the duration for both.

Bar Line Entry

At the beginning, 4/4 was selected as the time signature, meaning there will be four beats per measure and a quarter note is one beat. So far, you have entered 3 quarter notes and 1 quarter rest, which equals four beats and makes a measure.

Measures are divided by bar lines. **To add a bar line**, place the insertion point to the right of the quarter rest and select one of the following:

- ◆ Go to the **Insert** menu and select **Bar Line**.
- ◆ Right click mouse and select **Bar Line**.
- ◆ Press the **Tab** key.
- ◆ Press the ***** key.



Measure Numbers

You can automatically number the measures in a song to keep your place. You may want to do this for your “Jingle Bells” file and the *jingle.nwc* file. **To enter measure numbers:**

1. Select **File: Page Setup**.
2. Click the **Options** tab.
3. At **Measure Numbers**, select one of the options other than None.
4. For **Measure Start**, enter **1**.
5. Click **OK**.


More Notes

Continue entering notes in the next two measures until you reach the dotted quarter note. The dot to the right of the quarter note means it gets an extra half beat. The dot is placed in the same manner as the staccato. **To enter the dotted quarter note:**

1. Click the Quarter Duration  icon or press **3**.
2. Click the Dotted Duration  icon or press the period key (.).
3. Place the insertion point in the F position, the first space from the bottom.
4. Press **Enter**.

Continue notating the upper staff through measure 6. The last two notes of measure 6 are beamed eighth notes. The notes need to be entered as individual eighth notes first. **To beam flagged notes**, select the notes and choose one of the following:




- ◆ Select the **Edit** menu and **Beam**.
- ◆ Click the Beam Selected Notes  icon.
- ◆ Press **Ctrl+B**.

Note: The Beam command will not be available until you have selected notes that can be beamed; for example, 2 or more eighth notes. If you do not understand how to select notes, see page 3 under “Selecting.”

Special Endings and Repeats

The first ending of “Jingle Bells” is different from the final ending. Special endings and a repeat will be used to indicate the direction of play. **To enter the special ending:**





1. Place the insertion point at the beginning of measure 7.
2. Select **Insert: Special Ending**, press the **S** key or click the  icon.

3. Click the **1st Ending** box if it is not already checked.
4. Click **OK** and measure 7 should have a special ending 1 notice.

Enter the notes in measure 7 of the upper staff.

Measure 8 in the upper staff has a slur. A slur means to play the connected notes in a smooth manner, as if they really are connected. **To enter the slurred notes:**

1. Click the Half Duration  icon or press **2**.
2. Click the Slur  icon or press the semicolon (;).
3. Place the insertion point in the G position and press **Enter**.
4. If the Slur property is still enabled, turn it off now.
5. Place the insertion point in the C position and press **Enter**.

The two notes are now connected with a slur.

You have reached the end of the first pass. There needs to be some indication to the player to go back to the beginning and play it again. This is done using a repeat. **To open the Bar Lines dialog box**, do one of the following:

- ◆ Select **Insert: Bar Line (Decorated)**.
- ◆ Right click mouse, select **Notation: Bar Line (Decorated)**.
- ◆ Press the quick key **B** or **b**.

In the Bar Lines dialog box, select the **Master Repeat Close** and click **OK**. This should place the repeat at the end of measure 8. The difference between the Master Repeat Close and the Local Repeat Close is the Master Repeat Close is used at an ending while the Local Repeat Close is used in the middle of a verse. See the *repeatx.nwc* files in the Samples directory for more detail on repeats. For each file, go to File: Info for an explanation..

At the start of measure 9, insert the second special ending, just as you did for the first, except select 2nd Ending in the Repeat Loop Special Endings dialog box.

Finish entering the notes in the top staff for “Jingle Bells.”

Selecting an Instrument for Play Back

It is important to select an instrument for play back for your staves. Without selecting an instrument, your song will use the instrument last played on that channel of your sound card.

To select an instrument for the upper staff:

1. Click the upper staff to make it active.
2. Press **F2** to open the Staff Properties dialog box.
3. Click the **Instrument** tab.
4. Under Patch Name, select **Bright Acoustic Piano**. Click **OK**. The instrument selections are a function of your sound card. If you do not have this specific piano, select any piano or any other instrument.

You need to follow this same procedure to select an instrument for the lower staff.

In “Jingle Bells,” you will use the same instrument for both staves. However, when you work with songs with several instruments, each different instrument needs to be assigned to a different channel on your sound card. As you add staves to your song, *NoteWorthy Composer* automatically assigns each staff to a new channel, as long as channels are available. If you add more staves than available channels, you can assign staves with the same instrument to the same channel. The channel is set with Staff: Staff Properties, MIDI, Channel.


You can view all the staves with their channel and patch assignment with the Tools: Score Review command.

Configuring for Sound - Play Back

Even though you have not finished notating the song, you can play back what you have created at any time. If you have not done so already, you need to configure *NoteWorthy Composer* for sound. This means you need to tell *NoteWorthy Composer* what device to use for play back. The directions for configuring *NoteWorthy Composer* for sound can be found in the **Help** menu. Select **Getting Started** and **Configuring Sound in NoteWorthy Composer**.

Once you are setup for sound, you can choose where you want *NoteWorthy Composer* to begin play back. Go to the **Tools** menu and select **Options**. In the dialog box, click the **Midi** tab. Here you can select Play to be from beginning, from insertion point, from current measure or a few measures back. For now, choose play **from beginning**. But remember you can come back and change this later. Click **OK**.


Now you are ready to play back. **To start play:**

- ◆ Select the **Tools** menu option and **Play**.
- ◆ Click the Play Song  icon.

- ◆ Press the quick key **F5**.



You should hear the upper staff of “Jingle Bells” play as the notes are highlighted. If you do not hear play back, check the **Help** file for “faq: Problems with play back.”

To stop play:

- ◆ Select the **Tools** menu option and **Stop**.
- ◆ Click the Stop Play  icon.
- ◆ Press the quick key **F6**.
- ◆ Press the **ESC** key.

Notate the Lower Staff

Just as you started the upper staff with the clef and signatures, the same must be done for the lower staff. But this time, you can copy from what you have already done in the upper staff and paste it in the lower staff. **To copy and paste:**

1. Select (highlight) the treble clef, the key signature and time signature in the upper staff. (See Selecting on page 3 for how to select.)
2. Click the Copy Selection  icon or press **Ctrl+C**.
3. Press **Page Down** to place the insertion point in the bottom staff.
4. Click the Paste Selection  icon or press **Ctrl+V**.

Congratulations! If you now have a treble clef, a key signature and a time signature in both the upper and lower staves, you have successfully copied and pasted. However, there is some tidying up to do.

First, the lower staff needs a bass clef instead of a treble clef. To change this, select the treble clef in the lower staff (use the mouse or shift+arrow keys). Now, press **Alt+Enter**. This is the **Edit: Properties** command and is used to edit the properties of an item you have selected (highlighted). After pressing Alt+Enter, the Clef dialog box will appear allowing you to select bass clef. Choose **Bass Clef** and click **OK**. There should now be a bass clef in the lower staff.

Your key signature may not be properly aligned so press **F9 (View: Refresh Score)** to refresh the score. This will update the staff to the new key signature.

Chord Entry

In “Jingle Bells,” the lower staff, or left-hand part for piano play, contains all chords (notes aligned vertically and played at the same time). Chords supply the harmony for the melody being played on the upper staff, or right-hand part.

There is just one extra step to placing a note in a chord as opposed to spacing it out by itself. **To create a chord:**



1. Enter the first note as usual.
2. Place the insertion point to the right of the first note and at the correct pitch for the second note.
3. Press **Ctrl+Enter** to place the second note in the chord.
4. Repeat steps 2 & 3 to add more notes to a chord.

Now that you know how to enter Chords, enter all the chords through measure 6. If you make a mistake in a chord, you can easily remove a chord member. **To remove a chord member:**

1. Place the insertion point to the right of the note you want to delete.
2. Press **Ctrl+Backspace** or select **Edit: Remove Chord Note**.


You can read more about the rules of chord entry in the Help File. Search on Chord Member command.


Repeats in the Lower Staff

You also need to add the repeats in the bottom staff. Only the top repeat will appear in the printed copy. However, *NoteWorthy Composer* needs the repeat in all staves to know where to go while playing each staff.

You can select and copy (**Ctrl+C**) each special ending and the repeat bar in the upper staff and paste (**Ctrl+V**) them in the lower staff. Or, use the appropriate commands. Add the notes as necessary in these measures until you have finished.

Play the Final Song


You have now completed your notation of “Jingle Bells.” If you have not saved recently, do so now (**File: Save, Ctrl+S** or click the Save File  icon). Play back of “Jingle Bells” will begin where you selected it to with the Options command. If you did not choose to play from the beginning, scroll back to the

beginning or press the Home key. If you did select play from the beginning, *NoteWorthy Composer* will scroll there automatically at the start of play. Start play from the menu (**Tools: Play**), click the Play Song  icon or press **F5**.

You can also select one staff to play back at a time. **To only play the top staff:**

1. Click the upper staff to make it active.
2. Press **Shift+F5**.

You can also mute one or more staves for play back. **To mute a staff:**

1. Click the upper staff to make it active.
2. Click the Mute Staff  icon.

If you have several staves to mute, use Tools: Mute List (quick key M or m).

Lyrics

Even though you have finished the notation and your song sounds great, the lyrics need to be added. *NoteWorthy Composer* can handle up to 8 lyric lines, but this version of “Jingle Bells” will use only one lyric line. **To enter lyrics:**

1. Make the upper staff (the staff the lyrics will be attached to) the active staff by clicking it.
2. Select **Edit: Lyrics** or press **Ctrl+L**.
3. On the **Configuration** tab, set the Line Count to be **1 Lyric Line**.
4. Click the **Lyric 1** tab. The other numbered tabs are for additional lyric lines and will not be used for this song.
5. Type in the following text for lyrics, pressing **Enter** at the end of each line:

```
Jin-gle bells, jin-gle bells, jin-gle all the way,
Oh, what fun it is to ride in a one-horse o-pen sleigh.
one-horse o-pen sleigh
```

6. Once the lyrics are entered, the **OK** button must be clicked for *NoteWorthy Composer* to accept the lyrics. You cannot always press Enter as with some dialog boxes, since Enter is used in editing the lyrics. With the keyboard, you can also use the tab key to select the OK button to avoid conflicts with the lyric text.

Tips for entering lyrics:

- ✓ Each syllable of a word should be separated with a hyphen if you want the syllables spread across notes.
- ✓ A space is used to separate words across notes.
- ✓ If you have notes that you do not want any lyrics assigned to, use the underscore (_) in the lyric editor for each note. You can also select the notes that you do not want to have lyrics, press Alt+Enter, and under the Notes tab, set Lyric Syllable to Never.
- ✓ For more advanced information on lyrics go to the Help menu and search on "Lyrics Command."

Last Additions (Text Entry)

You may have noticed in the *jingle.nwc* file there is other text in the score besides lyrics. This text will not alter the play back by *NoteWorthy Composer*, but would be helpful to a piano or guitar player if you printed your notation of "Jingle Bells" and asked them to play it. If you refer to page 5 or have the *jingle.nwc* file open, you will see the word **Lively**. This sets the mood of the piece for the piano player. You will also see an **F** being used as a chord symbol.

**To enter the text "Lively:"**

1. Place the insertion point between the clef and the key signature.
2. Select the **Insert** menu and **Text** or press the **X** key.
3. Type **Lively** in for Expression.
4. Set the Display Font to **Staff Bold**.
5. Under Expression Placement, set Staff Position to **13** and do not Preserve Width.
6. Click **OK**.

You should see **Lively** at the top of the score with a little diamond beside it. Since you did not Preserve Width, the diamond appears so you will have something to select when you need to edit (Alt+Enter) the text. The diamond will not show in your printed copy. (See page 39 for more on Preserve Width.)

Follow the same process to enter the chord symbols in the song. The Staff Position for the chord symbols is **8**.


Printing “Jingle Bells”

Now that your notation is complete, you may want to print it. To print, you first need to make sure that the correct printer is selected. This is done with **File: Printer Setup**. Set **Name** to be the printer you want to use for printing. You can also check the paper size and orientation here.

Once you have the correct printer, you can focus on what you want to print and how you want it to look. The following selections are under **File: Page Setup**.

- **Contents** tab - Check the staves that you want to print.
- **Options** tab - Set details of your song; such as, notation size, measure numbers, whether to print the title and/or staff labels. If you have questions about the settings, click the **Help** button.
- **Margins** tab - Set the margins measured from the edge of the paper.
- **Fonts** tab - Set the font size and style for lyrics and other text. Use the defaults for now. For more information on Fonts, see page 24.
- **Preview** tab - Preview your song before printing. If you do not like the format, go back to the **Margins** tab and **Options** tab and make changes accordingly.

Once you like what you see in **Print Preview** and you are ready **to print**, do one of the following:

- ◆ Select the **File** menu option and **Print**.
- ◆ Click the Print  icon.
- ◆ Press **Ctrl+P**.

If you will use the same print settings for most of your songs, you may want to create a Print template. You can also edit the existing templates with your print margins and other settings. For more information on Templates, see page 28.

Congratulations!


You have completed the entire song: notes, lyrics and all. Your final notation should look just like the file *jingle.nwc*. Hopefully, you now have a good idea how *NoteWorthy Composer* works.

How To.....

This section provides steps for several common and advanced tasks you are able to perform using *NoteWorthy Composer*.

Get drum sounds to play back

Usually on sound cards, the percussion sounds are assigned to channel 10 or channel 16. You will need to try both channels to see which one works for you.

1. For an existing staff of notes, press **F2** to access Staff Properties.
2. Under the **Midi** tab, set the channel for **10** or **16** and click **OK**.
3. Click the Play Song  icon or press **F5**.
4. If you hear percussion sounds, you have found your percussion channel. If you do not, go back to Staff Properties (**F2**) and change to the other channel (10 or 16) and verify it is your percussion channel.
5. Now that you know your percussion channel, you need to know how to make different sounds. The percussion sound is determined by where notes are placed on the staff. For example, a C note is a bass drum, while a D note is a snare drum. See page 49 of the Appendix for a list of percussion sounds (General MIDI Drum List) and more explanation. Also, see the sample song file *drumref.nwc*.

Cut and paste 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 (instead of the Cut, Copy or Paste in the *NoteWorthy Composer* Edit menu).

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+←→**.
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**.

Change instrument in staff for play back

During play back, to hear different instruments play certain sections of a staff, you can use an instrument patch.

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. Under **Patch Name** select the instrument you want for play back and 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 Patch** or press the quick key **I**. On the **Instrument** tab, under **Patch Name**, select the instrument you want to start playing at this point instead of the previously selected instrument. Click **OK**.
5. The symbol {**patch #**} will appear to mark where the instrument change takes place. (The symbol will not appear on your printed copies.)
6. You may add additional patches by following the same process.

Change or add the key signature

1. **Force Accidentals** (**Tools** menu) to assign an accidental to each note.
2. If a key signature exists, select it and press **Alt+Enter** to change it. If there is no key signature, press **K** and enter a key signature.
3. **Audit Accidentals** (**Tools** menu) to update notes to the key.
4. If necessary to change the enharmonic spelling of notes, use **Tools: Audit Enharmonic Spelling**. (A# is the enharmonic spelling of Bb, the notes are the same pitch but written a different way.)

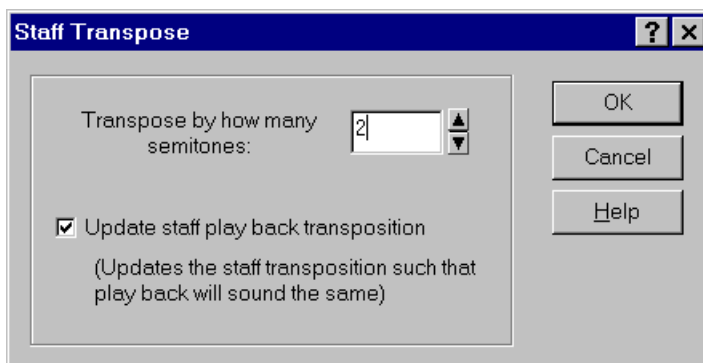
Change notes to a new clef

1. Select the clef and press **Alt+Enter** to change the clef.
2. Select the notes to be changed and move them using **Ctrl+Shift+↑↓**.
3. Press **F9** (**View: Refresh Score**) to update the key signature.

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 direct from the score, it will sound horrible. This is because when the trumpet plays a C, it will sound like a 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. 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. The range is -12 to 12. An octave is broken into 12 semitones, or steps. Click **OK**. The notes should move on the staff by the number of semitones indicated.



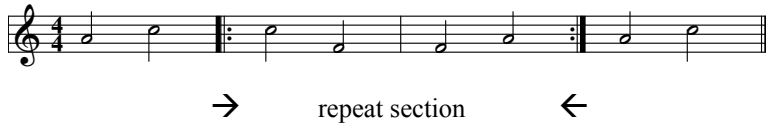
For proper sounding play back after the transposition, leave Update staff play back transposition checked. This will automatically update the MIDI play back transposition by the opposite number of semitones just visually transposed. The play back transposition selection can be altered manually in Staff Properties (F2) under the MIDI tab. This is necessary because sound cards do not play the way instruments really do, but play instrument sounds at the given concert pitch. An actual B flat trumpet playing a note in the C position would sound like a B flat. Whereas, with the Instrument set for Trumpet, sound cards will play a note in the C position at C pitch with a trumpet sound.

If the staff to transpose is in the key of C and the key is not shown on the staff, you need to use Insert: Key Signature to insert the key and then transpose.

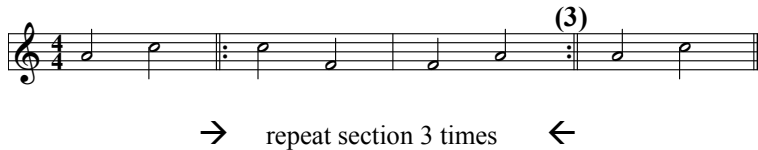
You may also want to **Audit Note Stems** (Tools menu) after a transpose to reset notes stems to logical directions.

Use repeats, flow direction and special endings

There are several different ways to alter the direction of play. One way is to use repeats to play a section again. If you have a few measures of a song you want repeated, use the **Master Repeat Open** and **Master Repeat Close** under **Insert: Bar Line (Decorated)**. For example, if you enter the following piece in *NoteWorthy Composer* and play it back you will hear and see the highlighted notes repeat between the **Master Repeat Open** and **Master Repeat Close**. Never pair a Master Repeat with a Local Repeat.



To repeat a section several times, use **Local Repeat Open** and **Local Repeat Close** under **Bar Line (Decorated)**. When you select **Local Repeat Close**, you will be prompted to enter the Repeat Count. An example of a local repeat with a repeat count of three is below. The middle two measures will be played back three times before continuing to the last measure. Never use a special ending with a local repeat. It will not work.



Another way to use the repeat signs is with special endings. **Special Endings** are found in the **Insert** menu. In the sample below, the third measure is the ending for the first pass (the 1st Special Ending) and the **Master Repeat Close** directs play back to the start. On the second pass, the first special ending is skipped and play goes to the 2nd Special Ending. The sample song *jingle.nwc* uses special endings.



In addition to repeats and special endings, flow direction symbols also alter the direction of play and are found in the **Insert** menu, under **Flow Direction**. To understand the different selections, it is important to know two terms. First, *Da Capo* means from the beginning and is often abbreviated *D.C.* The second is *Dal Segno* (*D.S.*) and means from the sign. In addition to the following example, the sample song file *rose.nwc* also uses flow directions. It may be helpful to play the

file and follow the play direction.



In the above example, the song will play through to the *D.S. al Fine*. After the *D.S. al Fine* instruction, the song will go back and play from the sign to the *Fine*.

There are several song files in the Samples folder that demonstrate the use of flow direction signs and repeats. The song files are named *repeatx.nwc* where *x* is a number. When you open the examples, go to the File Info dialog box (Ctrl+I) for an explanation of what the file demonstrates.

An additional tip when working on the flow of a song is to break the song into blocks. These blocks are individual sections that may or may not be played more than once, but they can be separated. Then give each block a name, like A, B, C, etc. Then write out the flow of the song, using the block names. For example, your song may flow ABACDAC. From that, figure out how to implement Repeats, Flow Directions and Special Endings in your song. This will help you see at a higher level without all the measures of notes clouding your view.

Change lyric size and font

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. Following are the steps 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**.

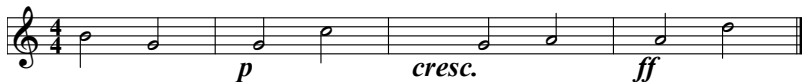
As you can see from the dialog box, the font can also be changed for the title information, text expressions, and more. Click the Help button in the Font dialog box for more information.

If you have a music font package or guitar tablature font package, you can select them as a User font and insert the symbols with Insert: Text.


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

Increase/decrease volume during playback

Using **Dynamics** and **Dynamic Variances** together in *NoteWorthy Composer* 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** or press the quick key **D**.
3. On the Dynamic tab, select Style: **Piano**.
4. Check the box for Override Default Note Velocity and set the value for **127**. Note velocity is how hard a note is struck.
5. Check the box for Override Default MIDI 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** or press the quick key **Y**.
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** or press the quick key **D**.
11. On the Dynamic tab, select Style: **Fortissimo**.
12. Check Override Default Note Velocity and set the value for **127**.

13. Check Override Default MIDI 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.

Combine tracks of a MIDI file

When using **File: Open** in *NoteWorthy Composer* to import a *.mid file, the number of staves created is based on the number of tracks in the *.mid file. There may be a case when you would like to reduce this to one track so you will have one staff in your *NoteWorthy Composer* song file. Here is a method you can use that will bring you very close to that goal.

1. Import the *.mid file with **File: Open**.
2. Use **File: Save** and set Save as type: **Type 0 MIDI File** to export the file as a Type 0. File Type 0 puts everything on one track, while File Type 1 keeps separate tracks.
3. Import the file. Do not check "Map each MIDI channel to a new staff" and set "Max single track chord size" very high, like 100.
4. All information should now be on one staff.

You may lose some information importing, exporting and importing again, but it may be worth it to you.

Hide symbols, notes, bar lines, etc


Most symbols, notes, bar lines, etc. can be hidden for printing. **To hide an item:**

1. Select the item.
2. Press **Alt+Enter** to open the Properties Dialog Box.
3. Click the **Visibility** tab.
4. Set "Show on printed page" to **Never**.

Once you know how to hide items, you can do print things like: blank sheet music, music that does not have bar lines, a blank staff line below a staff of music, lyrics that do not look like they are assigned to notes.

Record play from a MIDI keyboard

If you have a MIDI keyboard or other MIDI input device connected to your computer, you can record and notate from your keyboard.

1. Go to **Tools: Options** and click the **Record** tab.
2. If not already set up, select the **Input Device** for your system. This will not need to be set every time.
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.

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**.

Remotely input notes from a MIDI keyboard

If you have a MIDI keyboard or other MIDI input device, you can input notes in step time. 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, select the **Input Device** for you system. This will not need to be set every time unless you change devices often.
3. On the **Midi** tab, set MIDI port usage to **While Active** or **Always**. This will not need to be set every time.

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.

Create Templates

When you open a new song file in *NoteWorthy Composer*, you are presented with the Song Templates dialog box. Some templates are provided for you, such as the Piano template that opens with two staves connected with the piano brace. Once you open a template, you can edit it and save it without altering the original template. Several methods for creating your own templates are listed below.

Change the provided templates and save them 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.

Create a template from the beginning

1. Create your song file.
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.

Dragging and Dropping 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.

You can also create your own tabs in the Song Templates dialog box. Search the **Help** file for “New Command” for more information.

Enter a Fermata

The fermata symbol over a note indicates to hold the note longer than its written duration. The fastest way to enter a fermata is to click on the icon on the Insert tool bar. The following steps illustrate how to place a fermata over a note with the Insert menu.



1. Place the insertion point to the left of the note that you want to fermata.
2. Select **Insert: Tempo Variance** or press **E**.
3. On the Tempo Variance tab, select **Fermata** for style
4. If you do not like the position of the fermata, select (highlight) the diamond beside the fermata and press **Alt+Enter** to edit the staff position under the Expression Placement tab.

Get right & left hand staves from MIDI recording

Here are some settings to get two staves from right hand and left hand MIDI keyboard recording:

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.

Staff: Import Recording: Once you record a MIDI performance, 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.

Move your song file 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. For example, the staff sections in the “How To” section of the user’s guide and the printed song “Jingle Bells” were first created in *NoteWorthy Composer* and then inserted into a word processor. This was accomplished by creating a Windows metafile from *NoteWorthy Composer*. The staff sections in the “Notating Jingle Bells” section of the user’s guide were created with **Edit: Copy Special**. See next topic for using Copy Special.

1. Create and save the staff or song that you want to move to another application.
2. With the file open, select **File: Print Preview**.
3. Click the **Copy** button.
4. **Select** a file format or clipboard.
5. Next, paste (**Ctrl+V**) to your other application. The Print Preview Copy feature copies pages at half of their actual printed size. You can make the copied page match the actual printed page by simply doubling its size in the 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*.

Copy staff for use in another application

The staff sections in the “Notating Jingle Bells” section of the user’s guide were created with **Edit: Copy Special**. This command copies the selected staff area and places it in the Windows clipboard.

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).

Increase space around a staff

On occasion, you may have notes that go off the top of the staff or move into the staff below. There is any easy way to add more space around your staves.

1. Press **F2** to open the Staff Properties dialog box for the staff.
2. Under the **Visual** tab, increase the numbers under Vertical Size, Upper and/or Lower. Increasing the Upper number will provide more space above the staff and increasing the Lower number will provide more space below the staff.

Move through the tabs without the mouse

When you go to a command such as File: Page Setup or Tools: Options that includes several tabs, you may want to use the keyboard to move through the tabs instead of using the mouse. To do this, use **Ctrl+Tab** to move from tab to tab. The arrow key will move to the items within the tab.

Start play from a point other than the beginning

1. Select **Tools: Options**.
2. Click the **Midi** tab.
3. Under Play Options select Play to start from beginning, from insertion point, from the current measure, or from 1, 2, or 3 measures back.

Fade volume with the Multi-Point Controller

The **Multi-Point Controller** (**Insert** menu) allows sophisticated control over the play of a song. For example, it can be used to fade the volume, speed up a section or implement a pitch bend.

The following example demonstrates how it can be used to fade out the volume. In *NoteWorthy Composer*, create a staff with notes like the one below.



Place the insertion point after the first bar line and select **Insert: Multi-Point Controller**. Use the same settings as in the dialog box below.

Setting:	Time Offset:	Controller Value:
Initial:	0	127
<input checked="" type="checkbox"/> Setting 2:	8	29
<input type="checkbox"/> Setting 3:	1	64
<input type="checkbox"/> Setting 4:	1	64

0 64 127

Controller - Volume: indicates this controller will affect volume

Style - Linear Sweep: the change will be gradual; not all at once

Time Offset Multiplier - Quarter: Multiply by Time Offset for duration

Linear Sweep Contour - 1: the size steps the sweep will take during the control

The remaining settings indicate the first note will be at a volume of **127** and over a time period of **8 Quarter** notes (Time Offset x Multiplier), the volume will decrease to **29**. Click **OK**.

Play the staff and you will hear the volume fade.

Put two voices on one staff for SATB

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. **File: Open** *layering.nwc*. It is located in the Samples folder.
2. In **File: Page Setup, Contents, Allow Layering**, click so there is no check mark for Allow Layering. Click **OK**. 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 “Layering 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.
5. In **File: Page Setup, Contents, Allow Layering**, click so there is a check mark for Allow Layering. Press **OK**. 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.

With Staff Layering, you may find that rests and notes overlap. If this is the case, change the position of the item by selecting the note or rest and pressing Alt+Enter. Under the Notes tab, you will be able to adjust the spacing of the note and the vertical offset of the rest.

You may also find that you need to change the direction of a slur or tie. To do so, select the tied or slurred notes, press Alt+Enter, and set the direction to Upward or Downward.

Use groups

Groups allow you to break the score into sections. For example, if you have a repetitive drum beat in your score that has one measure repeated many times, you may not want it to show during editing and play. In this case, the drum staff could be a different group than your melody. If you want to practice with *NoteWorthy Composer* while looking only at your vocals or your instrument, put the other parts in a group so you can hear them, but not see them.

1. Make the staff you want to put in a separate group active by clicking it or using the Page Up/Page Down keys to reach it.
2. Select **Staff: Staff Properties (F2)**. Click the **General** tab. For Group,

enter the name of the group under which this staff will be sectioned. For example, if you have a rhythm staff, you could name the group "Rhythm." (You may have many staves in one group or many groups with one staff each, but a staff can only be in one group.)

3. Use **File: Page Setup, Contents** to select which group(s) will be shown in the work space.

There are two song files in the Samples directory in which groups are used. *Nowell.nwc* was created with two groups to use as a test for sound cards. The notation in each group is the same. However, in the play channels are different. This allows a user to see the song in a logical fashion and provides test results in determining if a sound card's play back is channel specific.

Moonlite.nwc also has two groups, one for play back and one for display/print. The reason for this is visual ornaments were created with Insert: Text for the display group (named Standard) and then the ornaments were notated in the play back group (named Hidden). The play back (Hidden) group would not be shown on in the workspace or printed. The display (Standard) group would be muted to hear the play back group. See measures 30 and 59 for examples.

An easy way to get an overview of these files is **Tools: Score Review**. This dialog box lists the staves and the groups. To see all the groups in the work space, use **File: Page Setup, Contents** tab.

Customize the toolbars

The toolbars in *NoteWorthy Composer* can be customized to show only the icons you want in the number of toolbars you want. You can edit the existing toolbars or create your own.

As an example of editing toolbars, follow this example to add the double dotted duration icon to the Notes toolbar after the dotted duration icon.

1. Select **View: Toolbars**.
2. Click **Customize**.
3. Under Toolbar in the top left, select **Notes**.
4. Under Available Tools, scroll until you find **Note Double Dotted** and double click it to put it in the Active Tools Window.
5. Find **Note Double Dotted** in the Active Tools Window and double click it.
6. Press **Up** or **Down** button to move it under Note Dotted in the List
7. Click **Close**.

This example shows how to delete icons from the notes toolbar.

1. Select **View: Toolbars** and click **Customize**.
2. Under Toolbar in the top left, select **Notes**.
3. In the Active Tools window, double click any icons you want to remove.
4. Click **Close**.

To create your own toolbar:

1. Select **View: Toolbars** and click **Customize**.
2. Click **New**.
3. The title **Custom** will appear for Toolbar. You may want to insert your name or a description of the new toolbar over Custom.
4. Under Available Tools, double click the icons you want in your toolbar.
5. Click **Close**.

To select the toolbars that will show on your screen, select **View: Toolbars** and check the toolbars you want to show.

Enter music symbols not listed

NoteWorthy Composer allows for the use of different fonts with **File: Page Setup, Fonts**. The command **Insert: Text** allows for the placement of items on or around the staff. Using these tools, you can insert items such as graphical crescendos, bow markings, rehearsal marks and the like.

You can use music fonts that you have purchased or that you have created. If you go to the *NoteWorthy Composer* User Tips web page located at <http://noteworthycomposer.com/usertips.htm> you will find several music symbol fonts created by fellow NWC users.

Select the ending bar line style

1. Click the staff to make it active.
2. Press **F2** for Staff Properties.
3. Under the General tab, make the selection under **Ending Bar**.

Troubleshoot with Score Review

The Score Review command under the Tools menu is not only a summary of the song's staves, but also helpful in troubleshooting sound problems. Following is a list of the fields in Score Review and how they can help:

Name and Partition: In general, this will show how many staves are in a song, even if some are layered or hidden. This may help with other people's files, if they refer to staves by name instead of position, you can quickly see where the staff is located. It could also help you to keep your staves in order if you are working on an Orchestral Piece. These items are both set on the General tab of Staff Properties.

Mute: This field provides a quick check to see if you have muted a staff and did not intend to leave it muted. Y = muted and N = not muted. This can be set on the MIDI tab of Staff Properties, Tools: Mute List or the Mute Staff icon.

Port: The port number correlates to the Play back device setting on the MIDI tab of Staff Properties. The first selection is Port 1, the second selection is Port 2, and so on. These then correlate to the Devices used by play back set in Tools: Options, MIDI. How this would help in trouble shooting is, if you received a file and a staff was not sounding (and it was not muted), it may be that they had that staff assigned to a Port that you do not have a play back device assigned to.

Channel: MIDI devices can support up to 16 channels. Each channel can only handle one instrument patch at a time. If you wonder why the violin is sounding like a flute instead, it may be that you have both staves assigned to the same channel. You need to change the channel for one staff. Or, if your trumpet staff is making percussion sounds, you can check and find that it is assigned to the percussion channel (10 or 16). Similarly, volume and other performance parameters can only be controlled by one channel. So even if you have 2 piano staves assigned to the same channel, which would normally be OK, if you want a different volume for one staff, they will need to be on different channel. Channel is set with Staff: Staff Properties, MIDI, Channel.

Patch: Knowing the patch can help you review what instruments you have assigned; as well as, verify proper channel alignment (as discussed above).

Trans: If you have a staff that is sounding at a different pitch than it is notated, the Transposition field can help. Transposition is controlled by the "Update staff play back transposition" checkbox in the Transpose dialog. When checked, the results after the transpose will sound at the same pitch, even though you transposed. If you did not mean to leave this checked, you can reverse the effect by going into Staff Properties (F2), the Midi Tab, and changing the Transposition field to "+0" (example), rather than the "+3" (example) that it was changed to after the Tools: Transpose command was used.

From Score Review, if you need to edit any of the fields, click the Goto Staff Properties... and you will be taken to the Staff Properties Dialog box. After making the changes and clicking OK, you will be brought back to the Score Review dialog box.

Work with different file types

NoteWorthy Composer will open *NoteWorthy Composer* song files (*.nwc) and will import Standard MIDI files (*.mid) with **File: Open**.

When you select File: Open, the file types displayed in the box will depend on the selection in "Files of type:" If you have NWC Files selected, only songs with the *.nwc file extension will be shown. If you have Midi Files selected, only songs with the *.mid file extension will be shown. Lastly, if you have Song files selected, both types will be shown. Keep this setting in mind if you want to open a file and cannot see it in the list - you may just need to show that file type.

If you select a *.nwc file, it is opened right away as this is *NoteWorthy Composer's* native file format. However, if you select a *.mid file, the MIDI Import Wizard will be started. This is because *NoteWorthy Composer* will need to convert a MIDI "performance" saved as a Standard MIDI file into visual notation used by *NoteWorthy Composer*.

The same idea from above applies when using **File: Save As**. When you select File: Save As, the file type the song will be saved as depends on the selection in "Save as type:" If you have Standard NWC File selected, your file will be saved in *NoteWorthy Composer* file format with the *.nwc extension. If Type 1 MIDI File or Type 0 MIDI File is selected, your file will be exported as a *.mid file. When exporting as a *.mid file, *NoteWorthy Composer* "plays" your notated score performance into a MIDI file. File Type 0 puts all the information on 1 track. File Type 1 can use many simultaneous tracks or only 1 track. With that said, you may have this question:

What is MIDI?

MIDI stands for Musical Instrument Digital Interface. It can be used to refer to the protocol, the interface and the file format. It was developed as a standard so musical instruments could talk to each other and so musical instruments could talk to computers.

The protocol sends messages such as note on, note off and note velocity. Because it is a list of instructions on how to generate sounds, a MIDI file is different from an audio file that actually includes the sounds. Thus, a MIDI file is much smaller than an audio file. A MIDI file is not based on visual notation, but on commands to turn notes on and off.

Access more properties for an item

There is more that can be done to a note or group of notes than just assigning a duration, an accidental, a slur or the like. When you select a note (or group of notes) and press **Alt+Enter**, a dialog box appears to give you more control over the note. If you are not familiar with how to select notes, see *Selecting* on page 3. This Notation Properties dialog box allows you to change the spacing, mute the note(s), turn off ledger lines, change tie and slur direction, change the color, mark it to never be printed and more. For most any item entered (rests, bar lines, tempo variance, etc), you can select it and use **Alt+Enter** to access the properties dialog box for that item to have more control.

Change the number of lines in a staff

When you add a new staff (Staff: New Staff), the default number of lines in the staff is 5. However, if you would like to change that default:

1. For the active staff, go to **Staff: Staff Properties** (or press **F2**).
2. Under the **Visual** tab, in the **Lines** field, set the number for the staff.

Find a specific entry in a large score

Go to **Edit: Find** (quick key **Ctrl+F**) to set what you would like to find on a staff. In the dialog box, you are able to search on an Expression or a Category of entries such as Dynamics, Flow Direction, etc. Once you have found the first item, you can continue through the staff finding more of those items by pressing **F3** (Edit: Find Next).

Share your *.nwc song files

There are several supporting freeware products that will allow you to share your song files (*.nwc) with your friends, family and fans. These are on the CD as well as available for download from NoteWorthySoftware.com. The *NoteWorthy Composer Browser Plug-in* extends the capabilities of your web browser to include the display, play back and printing of *.nwc song files. As an NWC user and web page designer, show your *.nwc song files in action on your site by embedding the song files to display in the *NWC Browser Plug-in*. *NoteWorthy Player* is an application that will display and play back *.nwc song files. With the *NoteWorthy Composer Winamp Plug-in*, *.nwc song files can be added to a Winamp play list.

Common Questions

You will find more questions like the ones below in the **Help** file by searching on “Answers to Common Questions.”

What does ‘Preserve Width’ mean?

You will see the option to Preserve Width in dialog boxes under Expression 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.

When do I use Force and Audit Accidentals?

Force Accidentals will force an accidental sign on each note. You may want to force accidentals before changing the key signature. Audit Accidentals will update a staff after a key signature change to make sure notes do not have accidentals marked if the accidental is part of the key.

Is there a way to quickly edit symbols?

There is an easy way to edit symbols like the clef, key signature and text. First, select (highlight) the item, then press Alt+Enter. The dialog box for that item will appear for quick editing.

Why are my Beam and Triplet commands not available?

You must select a proper sequence of notes for the commands to become active. For example to beam notes, you must have at least two flagged (ex: eighth) notes selected (highlighted). Once selected, the beam icon will become available as well as the ability to use the quick key Ctrl+B. Clicking the beam icon or pressing Ctrl+B will beam the selected notes.

Is there a way to keep an icon active?

Yes. For example, if you will be entering more notes that are accented (Notes, Accent) than are not accented, use Persistent Note Tools (Tools menu) to keep the Accent icon active. To do this, click the Accent icon and then click the Persistent Note Tools icon.

How do I know what version I have installed?

Use the About command in the Help menu.

How can I quickly move around in the song?

If you are using measure numbers, Ctrl+G allows you to input a measure number to Go To. You can also use standard word processing keys such as Home, to go to the beginning and End, to go to the end. These quick keys and others are listed in the Help file. Search on Keyboard Guide.

Is there a way to only print certain staves of a song?

In File: Page Setup, Contents tab you may check the staves and/or groups you want to print.

Where do I input the song title for printed copies?

The title of a song is input when you first start the song in the File Info dialog box. If you need to add or change the song title, the command is File: Info (Ctrl+I) or click the Authoring Info icon.

How do I label staves as flute, trumpet, etc?

Staff labels are created with Staff Properties (F2). Under the General tab, under Name, enter the label. In File: Page Setup, Options tab, you have the choice of which staves to print the staff labels with, if at all.

Can you move a note without deleting and re-entering it?

For any selected notes, the Ctrl+Shift+↑↓ keys will move the note(s) up and down on the staff.

How do I select how I want the staves to be connected?

To connect your staves in an orchestral fashion or with a brace (as for piano), go to Staff Properties (F2) for each staff. Under the Visual tab, under Style, select Orchestral or Upper Grand Staff and Lower Grand Staff (for the brace).

Where can I view a summary of the staves?

Select Tools: Score Review (quick key R) to see a list of staves. Information about the staves includes whether it is muted, port and channel assignment, patch and transposition.

How can notes be placed closer together on the staff?

The command File: Page Setup, Options tab allows you to toggle the setting Increase note spacing for larger note durations.

How do I convert MIDI files to notation?

To open Standard MIDI Files (SMF), use File: Open. Make sure under Files of Type, that you have MIDI Files or Song Files selected so you will be able to see songs with the *.mid extension. The import wizard will step through the import process. Defaults used for importing can be set in Tools: Options, Import.

How do I select different staves to play back?

If you only want one staff to play back, make the staff active and press Shift+F5 for active staff play. If you want some staves to play and some not to play, use Tools: Mute List for quick access to setting staves to mute or not mute.

How do I create a MIDI file (*.mid)?

To export your *NoteWorthy Composer* song file (*.nwc) as a Standard MIDI File (SMF) use File: File As and under Save as Type, select Type 1 or Type 0 MIDI File.

How can I enter a note with an up and down stem?

Enter this just like a chord. Enter the first note with the up stem icon active, then make the down stem icon active and press Ctrl+Enter.

Can I create my own toolbars?

Yes, you can modify the existing File and Note toolbars and create new toolbars. This is done in View: Toolbars, Customize.

What is different between a Type 1 MIDI file and Type 0?

File Type 0 puts all the information in a single track. File Type 1 maps each staff to a separate track in the MIDI file.

How do I get page numbers on my print?

Page numbers are set in File: Page Setup, Options tab. Page numbers are placed in the upper right corner of the page. If you have Page Numbering checked and you do not see the numbers on your print, you need to increase your margins.

How do I select what staves to show in the work space?

The staves shown in the work space are the staves that will be printed when you use the Print command. Thus, to select the staves to show in the work space, use File: Page Setup, Contents tab.

Is there a way to rearrange the order of the staves?

Use Staff: Move Staff or Ctrl+Shift+Page Up/Down.

Where do grace notes get their time?

When grace notes are used in a song, they do not take visual space for time, nor do they take time away from the count for the measure. That is, the regular notes will line up in time and be counted for the beats in the measure. However, in play back, grace notes steal time from the note following the grace note(s).

What is the difference between a tie and a slur?

A tie is used to connect 2 notes of the same pitch. The first note is played and held for the duration of both notes. A slur connects any number of notes of any pitch and all the notes are played in a smooth, connected manner.

Will it destroy a song template to save it as my song?

When you use File: New and select a template, this is now your song file. You can notate in this file and save it (File: Save or Save As) as your song file. This will not remove or over-write the template. The template will remain unchanged. You can use File: Open directly on a template file to make changes to a template and then save those changes. If you create a new song file with the same name as one of the templates and save it, the template will be destroyed.

Can I add lyrics above a staff?

Yes, this is set in the Staff Lyrics dialog box (Ctrl+L). On the Configuration tab, under Staff Placement, select Top for alignment. The lyrics will appear above the active staff.

Why can I not change tempo for a *.mid file?

When a *.mid file is imported, it may include a Conductor Track that controls the tempo and other global settings. This track will override the tempo changes you make to the other staves. The Conductor Track will be in a different group from the other staves and will appear as the last staff in the imported score. To see if your file has a Conductor Track, use Tools: Score Review. This staff can be edited to meet your needs, or you can delete it and insert the information into the other staves.

How can I remove beams, slurs, dots, etc. from notes?

Once you have issued a command to assign a beam, triplet, slur, tie, etc. to note(s), you can remove the item later without deleting the notes and starting over. For example, to remove the beam from some notes, select the beamed notes and press Ctrl+B or click the Beam icon. To remove the staccato mark on a note, select the note and press the quick key, (comma) or click the Staccato icon.

How do I enter a trill, like in *moonlite.nwc*?

Trills are not yet supported in *NoteWorthy Composer*, but there is a work around. The song *moonlite.nwc* in the NWC Samples folder uses Insert: Text to show the symbol tr~~~ in the Standard Group top staff. The trill sound is then notated in the Hidden Group top staff. Measure 30 is the first place the trill is located in the song. The Standard group is for printing (and display). The Hidden Group is for play back. Thus, while playing back the file and displaying the Standard group, it looks as though the tr~~~ is playing back like a trill. To see all of the staves, go to File: Page Setup, Contents and select all the staves.

To put staves in different groups like Standard and Hidden, etc. use Staff: Staff Properties, General tab, enter name. See page 33 for more detail on groups.

For more information on work arounds for trills see our NWC User Tips and Tricks web page at <http://noteworthycomposer.com/usertips.htm>

Is there an auto save feature?

There is an auto save/recovery feature in *NoteWorthy Composer*. You can activate this feature and set the frequency (in minutes) in Tools: Options, File tab. You can also have backup files automatically created. This is set on the same tab.

Where do I set to end a staff with a Master Repeat Close?

Staff: Staff Properties, General tab, Ending Bar: Master Repeat Close. You can also choose from other ending bars.

Why will my song file not print?

If your song file will not print, first make sure you have bar lines in the staves. Second, make sure your bar lines align between staves. *NoteWorthy Composer* relies on bar lines to start new lines on the print. To test the bar line alignment: 1- Make a copy of your song file, 2- Use Tools: Audit Bar Lines on each staff, 3- Find where the bar lines do not line up and note this, 4- Fix the problems in your original song. If you have chords, the smaller duration in the chord is counted for the measure count. Search the Help File for Chord Member Command for more information. If your bar lines are in order and your song still will not print, check the flow of your song. If *NoteWorthy Composer* cannot follow the flow of the song it will not be able to print it and probably will not be able to play it. See the Samples folder for examples of repeats, special endings, segnos, etc. The files are *repeatx.nwc* where *x* is 1-4.

What is the import note resolution?

In Tools: Options, Import tab, the Note Resolution actually refers to the sampling time. It is not the smallest note duration that will be imported. A small value will allow complex sequences to be notated correctly. It will provide more detail. A large value will simplify the resulting notation.

How do I set the location for saving my song files?

The Folders tab in Tools: Options allows you to set the folder accessed with File: Open and File: Save. The default is the Samples folder. However, you should change this so your song files are saved in a folder outside of the program folder. This may be your documents folder or you may want to create a music folder.

Can I put in the C for a time signature of 4/4 or the C for 2/2?

Yes. When you use Insert: Time Signature (quick key G), at the bottom of the dialog box where it lists Standard Signature, select Common Time or Alla Breve. You can also click the icon on the Insert tool bar for fast entry.

Why does my printer not print all that is in Preview?

Printers often have an unprintable area around the edges. If your margins are too small, this can cause your print to get clipped. Increase the margins to fix it.

Can I lower the volume for some staves?

You can control the volume for each staff in Staff: Staff Properties, Midi tab, Part Volume. 127 is the loudest, 64 is the middle setting and 0 is mute. Therefore, if you need to focus on your instrument part or your vocal part, you can lower the volume on the other staves. Once you are ready to practice with all volumes equal, you can easily return all the volumes to 127.

How do I insert a clef that will play an octave up or down?

When you use Insert: Clef (quick key C), in the dialog box where Octave Shift is set for None, change the setting to Octave Up or Octave Down.

How do I change the size of the staves for printing?

File: Page Setup, Options, Staff Size (in points) sets the size for printing.

Can I remove one note of a chord?

To remove one note of a chord, place the insertion point to the right of the note that you want to remove and press Ctrl+Backspace.

After I transpose, why do things not sound right?

This behavior is controlled by the "Update staff play back transposition" checkbox in the Transpose dialog. When checked, the results after the transpose will sound at the same pitch, even though you transposed. If you did not mean to leave this checked, you can reverse the effect by going into Staff Properties (F2), the Midi Tab, and changing the Transposition field to "+0" (example), rather than the "+3" (example) that it was changed to after the Tools, Transpose command was used.

With Staff Layering, how can I adjust the position of rests and notes so they are not on top of each other?

Select the note or rest and press Alt+Enter. Under the Notes tab, you will be able to adjust the spacing of the note and the vertical offset of the rest.

How can notes be printed with a different color?

Select notes and press Alt+Enter, on the Visibility tab, select one of the Highlight colors. If you want the entire staff printed a different color, click the staff, click the Visual tab, and under color, select one of the highlight colors. If you want to change the color selection, go to Tools: Options, Color.

Is there a way to force a line break?

When entering a bar line with Insert: Bar Line (Decorated), you can select Force System Break in the dialog box. To add a break at an existing bar line, select the bar line, press Alt+Enter, and select Force System Break.

How do I set play to be over my MIDI keyboard?

To have *NoteWorthy Composer* play back over a MIDI Keyboard, make sure you have the correct device for access to your keyboard selected in Tools: Options, MIDI, Devices Used by play back. It should be the only device selected. It depends on your equipment, but it may be named external something or mpu something. If you do not have the device needed as a selection, then this is not supported on your system or has not been installed correctly or at all.

How do I change the direction of a slur or tie?

Select the notes that are tied or slurred and press Alt+Enter. Under the Notes tab, you will be able to select the direction to be upward or downward.

How do I set up to use a MIDI keyboard with NWC?

1. Make sure your keyboard is MIDI capable.
2. Make sure the cables are connected correctly. Some systems like MIDI In to MIDI In and some like MIDI In to MIDI Out. Even though there is a standard some do it the opposite.
3. In NWC, Tools: Options, Record tab, make sure you have selected the In Port of your sound card. (You may even want to go through each selection and test).
4. Make sure you are following the proper procedures for MIDI keyboard input. There are 2 ways to input notes with a MIDI keyboard. Live play will record what you are playing with duration (page 27). Step play will enter note pitches as you press keys without duration (page 27).

How are the devices chosen for Tools: Options?

The Available play devices under the MIDI tab and Input Device and play device under the Record tab are listed based on the drivers that you have installed on your computer for the equipment that you have. If you are trying to play over a piece of equipment and the device is not listed, the driver to access the equipment has not been installed or has not been installed properly.

To access some equipment, you may not be looking for the device name, but the way you will receive information from that device. For example with recording, you may set the device to the “in port of your sound card” as there would not be a selection by the name of your MIDI keyboard.

With the Insert tool bar, why should I use the Insert menu?

Not all items are listed in the tool bar. For example the Tenor Clef is not shown, but can be accessed with Insert: Clef.

Where can I find more *.nwc song files?

A great place to start is our NWC Registered Users' Music Pages web page. This is at: <http://noteworthycomposer.com/userlinks.htm>

Where are the symbols for back to back repeats?

Go to Insert: Bar Line (Decorated) and enter the “close” for the bar line that you want. Then enter the “open” for the bar line that you want. The bar lines will then be combined to look like one symbol.

How can I get play back directed to my MIDI keyboard?

To have *NoteWorthy Composer* play back over a MIDI Keyboard, make sure you have the correct device for access to your keyboard selected in Tools: Options, MIDI, Devices Used by play back. It should be the only device selected. The device name depends on your equipment, but it may be named external something or mpu something.

If you do not have the device needed as a selection, then this is not supported on your system or has not been installed correctly or at all.

How can I 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, Options, Staff Size
- File: Page Setup, Options, Increase note spacing for larger....
- File: Page Setup, Fonts
- Staff: Staff Properties, Visual, Vertical Size
- Insert: Bar Line Decorated, Force System Break

What will I find at the *NoteWorthy Software* web site?

At the web site, there is a list of FAQ, User Tips, a Forum, links to user web sites and much more. The address is <http://noteworthycomposer.com>

How do I _____ ?

If you have not figured out how to do something, you may want to look at the following commands:

- ✓ File: Page Setup with Contents, Options, Margins, Fonts and Preview tabs.
- ✓ Staff: Staff Properties with General, Visual and Midi tabs.
- ✓ Tools: Options with Color, Editor, File, Folders, Import, Midi and Record tabs.

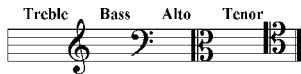
These commands include a lot of functionality that may help you.

Appendix

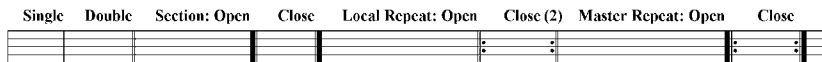
Notation Symbols

If you do not know the name of a symbol to enter in *NoteWorthy Composer*, the pictures below may help. The following symbols can be found in the **Insert** menu. For additional help, symbols on the tool bars can be identified by moving the insertion point over the icon and reading the tip that appears.

Clefs



Bar Lines (Decorated)



Key Signatures



Tempo Variance

, Breath Mark

◡ Fermata

General MIDI Drum List

The table below lists the note pitches to use for various percussion sounds. See page 20 for instructions on how to set up your song to play percussion sounds.

Note Pitch	Percussion Sound	Note Pitch	Percussion Sound
B2	Acoustic Bass Drum	B4	Ride Cymbal 2
C3	Bass Drum 1	C5	High Bongo
Db3	Side Stick	Db5	Low Bongo
D3	Acoustic Snare	D5	Mute High Conga
Eb3	Hand Clap	Eb5	Open High Conga
E3	Electric Snare	E5	Low Conga
F3	Low Floor Tom	F5	High Timbale
F#3	Closed High Hat	F#5	Low Timbale
G3	High Floor Tom	G5	High Agogo
G#3	Pedal High Hat	G#5	Low Agogo
A3	Low Tom	A5	Cabasa
Bb3	Open High Hat	Bb5	Maracas
B3	Low-Mid Tom	B5	Short Whistle
C4	High-Mid Tom	C6	Long Whistle
Db4	Crash Cymbal 1	Db6	Short Guiro
D4	High Tom	D6	Long Guiro
Eb4	Ride Cymbal 1	Eb6	Claves
E4	Chinese Cymbal	E6	High Wood Block
F4	Ride Bell	F6	Low Wood Block
F#4	Tambourine	F#6	Mute Cuica
G4	Splash Cymbal	G6	Open Cuica
G#4	Cowbell	G#6	Mute Triangle
A4	Crash Cymbal 2	A6	Open Triangle
Bb4	Vibraslap		

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

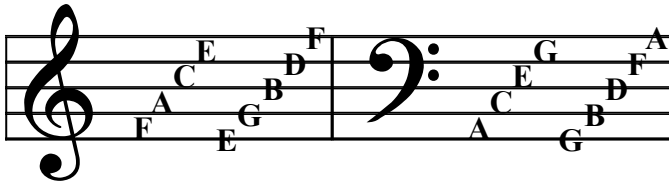
The image shows a musical staff with two staves: a bass staff on the left and a treble staff on the right. The bass staff has a key signature of one flat (Bb) and a common time signature (C). It contains four notes: a half note on B2 (labeled 'Hand Clap'), a quarter note on C3 (labeled 'Cow Bell'), a quarter note on Db3 (labeled 'Cow Bell'), and a half note on D3 (labeled 'Cow Bell'). The treble staff has a key signature of one sharp (F#) and a common time signature (C). It contains four notes: a half note on F#3 (labeled 'Low Bongo'), a quarter note on G3 (labeled 'Low Bongo'), a quarter note on G#3 (labeled 'Mute Triangle'), and a half note on A3 (labeled 'Mute Triangle').

General MIDI Instrument List

The table below lists the patch number and name. These instruments are selected with Insert: Instrument Patch (if your sound card supports General MIDI).

1. Acoustic Grand Piano	44. Contrabass	87. Lead 7 (Fifths)
2. Bright Acoustic Piano	45. Tremolo Strings	88. Lead 8 (bass + lead)
3. Electric Grand Piano	46. Pizzicato Strings	89. Pad 1 (new age)
4. Honky-tonk Piano	47. Orchestral Harp	90. Pad 2 (warm)
5. Rhodes Piano	48. Timpani	91. Pad 3 (polysynth)
6. Chorused Piano	49. String Ensemble 1	92. Pad 4 (choir)
7. Harsichord	50. String Ensemble 2	93. Pad 5 (bowed)
8. Clavinet	51. SynthStrings 1	94. Pad 6 (metallic)
9. Celesta	52. SynthStrings 2	95. Pad 7 (halo)
10. Glockenspiel	53. Choir Aahs	96. Pad 8 (sweep)
11. Music Box	54. Voice Oohs	97. FX1 (rain)
12. Vibraphone	55. Synth Voice	98. FX2 (soundtrack)
13. Marimba	56. Orchestra Hit	99. FX3 (crystal)
14. Xylophone	57. Trumpet	100. FX4 (atmosphere)
15. Tubular Bells	58. Trombone	101. FX5 (brightness)
16. Dulcimer	59. Tuba	102. FX6 (goblins)
17. Hammond Organ	60. Muted Trumpet	103. FX7 (echoes)
18. Percussive Organ	61. French Horn	104. FX8 (sci-fi)
19. Rock Organ	62. Brass Section	105. Sitar
20. Church Organ	63. Synth Brass 1	106. Banjo
21. Reed Organ	64. Synth Brass 2	107. Shamisen
22. Accordion	65. Soprano Sax	108. Koto
23. Harmonica	66. Alto Sax	109. Kalimba
24. Tango Accordion	67. Tenor Sax	110. Bagpipe
25. Acoustic Guitar (nylon)	68. Baritone Sax	111. Fiddle
26. Acoustic Guitar (steel)	69. Oboe	112. Shanai
27. Electric Guitar (jazz)	70. English Horn	113. TinkerBell
28. Electric Guitar (clean)	71. Bassoon	114. Agogo
29. Electric Guitar (muted)	72. Clarinet	115. Steel Drums
30. Overdriven Guitar	73. Piccolo	116. Woodblock
31. Distortion Guitar	74. Flute	117. Taiko Drum
32. Guitar Harmonics	75. Recorder	118. Melodic Tom
33. Acoustic Bass	76. Pan Flute	119. Synth Drum
34. Electric Bass (finger)	77. Bottle Blow	120. Reverse Cymbal
35. Electric Bass (pick)	78. Shakuhachi	121. Guitar Fret Noise
36. Fretless Bass	79. Whistle	122. Breath Noise
37. Slap Bass 1	80. Ocarina	123. Seashore
38. Slap Bass 2	81. Lead 1 (square)	124. Bird Tweet
39. Synth Bass 1	82. Lead 2 (sawtooth)	125. Telephone Ring
40. Synth Bass 2	83. Lead 3 (caliope lead)	126. Helicopter
41. Violin	84. Lead 4 (chiff lead)	127. Applause
42. Viola	85. Lead 5 (charang)	128. Gunshot
43. Cello	86. Lead 6 (voice)	

Note Positions and Names



Various Music Duration Names

American	English	Medieval
Whole	Semibreve	Semibrevis
Half	Minim	Minima
Quarter	Crotchet	Semiminima
Eighth	Quaver	Fusa
Sixteenth	Semiquaver	Semifusa
Thirty-second	Demisemiquaver	--
Sixty-fourth	Hemidemisemiquaver	--

Support for NoteWorthy Composer

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

E-mail	support@NoteWorthyComposer.com
Web	http://NoteWorthyComposer.com
Mail	<i>NoteWorthy Software, Inc.</i> PO Box 995 Fuquay-Varina, NC 27526-0995 USA