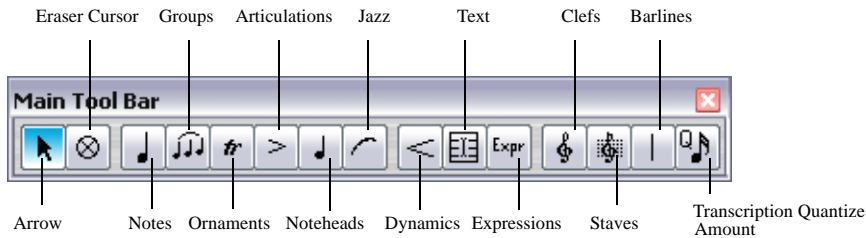


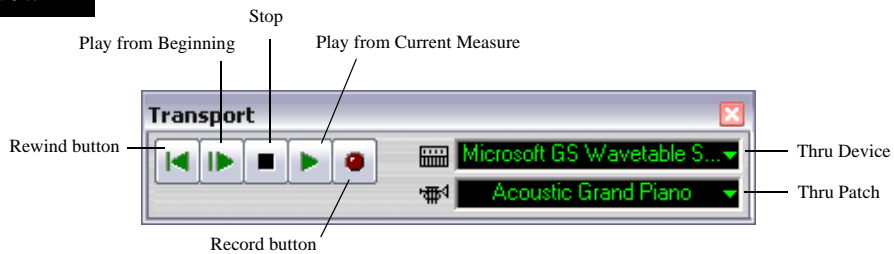
# Score Writer 4 Quick Reference

Macintosh users: Replace Control-key with Command-key. Other differences are shown in (*Italic*)

## Tool Bar



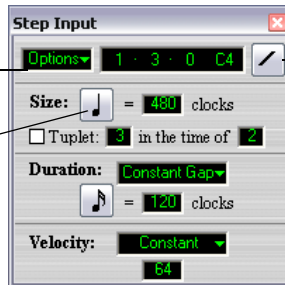
## Transport Window



## Step Input Window

- Force Stems Up
- Force Stems Down
- Force Accidentals to Sharps
- Force Accidentals to Flats
- Tie Previous Two Notes ;
- Duplicate previous
- Duplicate Previous to End

Note Size pop-up menu



Type area

Size area

Duration area

Velocity area

- Notes
- Rests
- Slash
- Rhythmic
- Chords

## Tracks Window

Track name Mute Solo Set a transposition level (in semitones) Specify the bank of patch names for the track Number of voices per track

Click triangle to show/hide all voices

Drag to reorder Tracks

Double-click to open the Track Setup dialog box

Set a volume level

Track navigation on score page

Set a stem direction for each voice

Specify output device for playing the track

Control-click to specify instrument and settings from Score Writer's default list

Select a patch

Specify the MIDI channel

Name	M	S	Vol	Pan	Pitch	Device	Chn	Bank	Patch	Voices	Stem
Viola			0	0	0	Microsoft G...Sle SW Synth	1	None	Viola	1	♪
Piano			0	0	0	Microsoft G...Sle SW Synth	2	None	Bright Acoustic Piano	4	♪

Alto Flute  
Alto Saxophone  
Baritone  
Baritone Horn  
Baritone Saxophone  
Bass

Track: Piano Voice: All Bar: 1 Page: 1

# Score Writer 4 Keyboard Shortcuts

Macintosh users: Replace Control-key with Command-key. Other differences are shown in (Italic)

## With Arrow Cursor Selected

Single click	Make measure active
Double click	Selects all elements in a measure
Shift-click	Extend Selection range
Control[ <i>Cmd</i> ]-click	Discontiguous selection
Control[ <i>Cmd</i> ]-click handles	Locks measures - No justify
Alt[ <i>Cmd</i> ]-drag hairpin	Move one end of hairpin stems individually
Control[ <i>Option</i> ]-drag element	Create copy of that element on the score
Control[ <i>Option</i> ]-shift-drag	Constrains direction when copied
Alt[ <i>Option</i> ]-drag staff	Same spacing to all remaining systems on page
Control[ <i>Cmd</i> ]-drag staff	Same spacing to all remaining systems in score
Double-click element	Opens editing dialog box
Double-click clef on left side of staff	Opens Setup Track dialog box
Double-click text	Edit text

## Chord Entry

A-G	Chord root
Shift A-G	Chord bass
S	Sharp
W	Flat
←	Move chord selector to the left
→	Move chord selector to the right

## Guitar Frames

m	Selects minor suffix
6	Selects 6 suffix
7	Selects 7 suffix
8	Selects 9 suffix
+	Selects next item in last button
-	Selects previous item in last button

## Step Entry

(Duration selected as in tool selection mode.)

A-G	Note selection
= or R	Rest/note toggle
Space	Enter rest
↓ or -	Lower current pitch 1/2 step
↑ or +	Raise current pitch 1/2 step
←	Step backwards through a score without deleting notes
→	Step forwards through a score without deleting notes
o	Raise current and future pitch range one octave
o	lower current and future pitch range one octave
;	Tie together the previous two notes
Enter (letter pad)	Enter a note or rest, then step forward
Enter (number pad)	Enter a note or rest, but don't step forward (Use for entering chords)
Backspace ( <i>Delete</i> )	Step backward through a score, deleting previous note

## Tool Selection

0	Breve note
1	Whole note
2	Half note
3	Triplet toggle
4	Quarter note
5	32nd note
6	16th note
8	8th note
.	Augmentation dot toggle
Esc	Switch to Arrow Cursor and All Voices
C	Cursor tool toggle
E	Eraser tool
F	Accidental flat
G	Grace note
N	Accidental natural
P	Open note palette
R	Rest of selected value
S	Accidental sharp
↑ ← → ↓	Nudge score elements
Control[ <i>Cmd</i> ] [	Zoom in
Control[ <i>Cmd</i> ] ]	Zoom out

## Ornament/Articulation Button Selected

Alt[ <i>Option</i> ]	Put element above note(s)
Control[ <i>Option</i> ]	Put element below note(s)

## Dynamics button Selected

Control[ <i>Cmd</i> ]	Adds dynamic to all staves
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## With Note(s) Selected

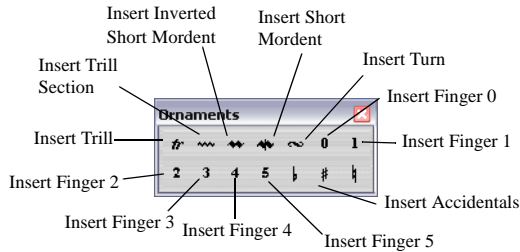
↑	Transpose note up one step
↓	Transpose note down one step
←	Nudge note to left
→	Nudge note to right
R	Turns note into rest
Control[ <i>Cmd</i> ] 1 - 4	Move Note to Voice 1-4

## Voice Selection

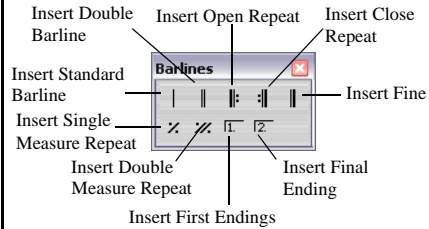
Control[ <i>Cmd</i> ] 0 or Esc	View All Voices
Control[ <i>Cmd</i> ] 1 - 4	View Voices 1-4 Individually

# Score Writer 4 Palettes

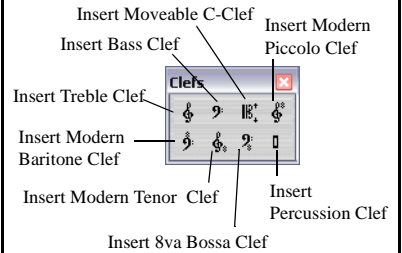
## Ornaments



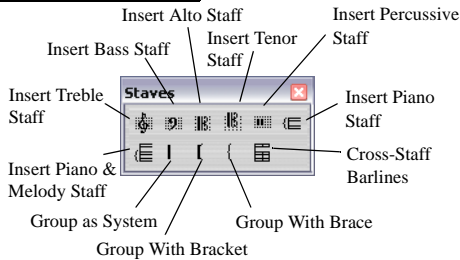
## Barlines



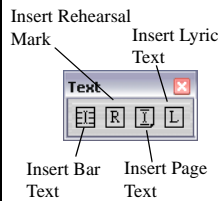
## Clefs



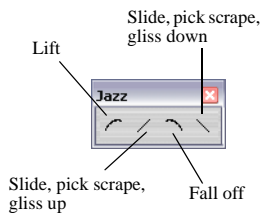
## Staves



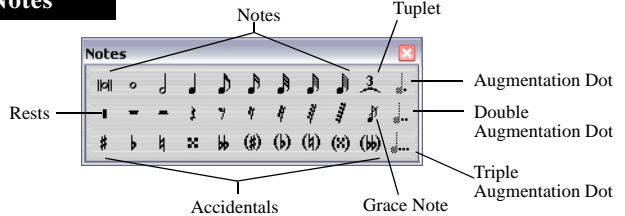
## Text



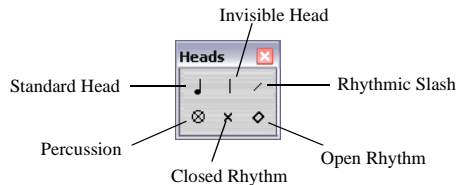
## Jazz



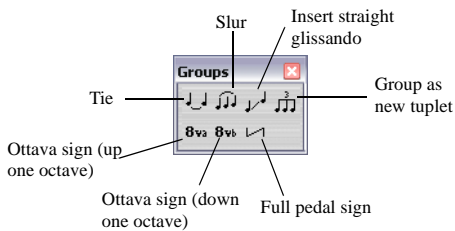
## Notes



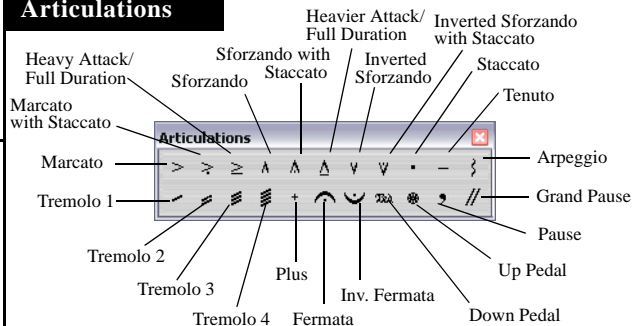
## Noteheads



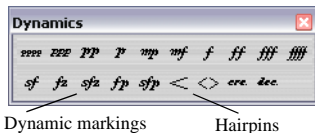
## Groups



## Articulations



## Dynamics



# Score Writer 4 Menu Reference

Macintosh users: Replace Control-key with Command-key. Other differences are shown in *(Italic)*

