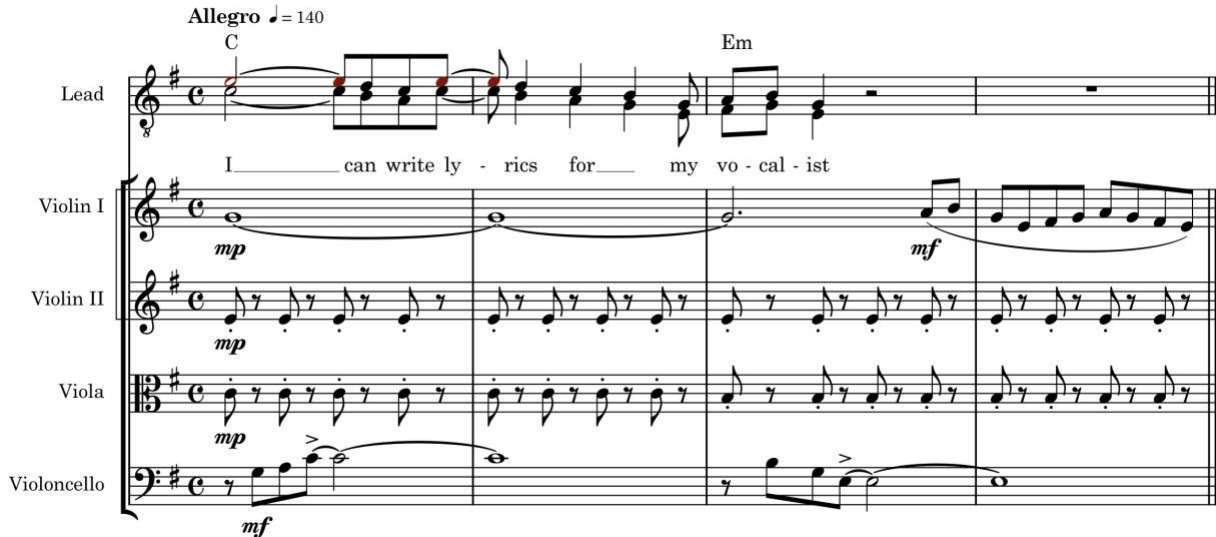


This guide focuses on using the iPad screen directly, but key commands are included in brackets where available and you can use these if you have an external keyboard connected to your iPad e.g. “At the top left of the screen tap the **Write (Cmd-2)** mode button”. You do not need an Apple pencil.






We’re going to create this example for a lead singer & string ensemble, inc. articulations, dynamics, lyrics, & chords.



Start the project

- To start a new project: in the Hub, tap **Create New**.
- Tap the **Empty** template category. The **Empty** template is already selected.
- On the right-hand side of the Hub, you can optionally enter a Project title and composer.
- Untick the following boxes: **Project will use multiple flows**, **Time signature**, and **Key signature** (we’ll learn how to create those later).
- Tap **Create Project** in the bottom right corner. (**Cmd-N**)

Project setup

- To add a new player, tap **Add Single Player**  in the middle of the screen (**Shift-P**).
- In the instrument picker, tap (left to right) **Singers**, then **Lead**, then **Add** (with a keyboard: tap in the Search box at the top of the screen, type **lead** and press **Enter**).
- At the top left of the screen, tap the **Write (Cmd-2)** mode button to switch to Write mode.
- **Double-tap** on the staff between the clef and the rest to start note input with orange caret line.
- In the top right of the screen, show the time signature panel by tapping **Panels**  followed by **Time Signature (Meter)**  lower down the Notations toolbox, then choose **C** for common time: it will be entered on the voice staff at the caret position. (**Shift-M**, type **C** in the popover and press **Enter**.)
- To enter the key signature, tap **Key Signature**  (again in the Notations toolbox). One sharp is shown by default, so choose the **Minor** button (for E minor) and tap on the key signature shown to add it to your project. (**Shift-K** for the key signatures popover, then press lowercase **e** for minor and press **Enter**. (uppercase **Shift-E** = major)
- To enter the tempo, in the Notations toolbox tap **Tempo**  and choose a tempo from the list e.g. **Allegro**. (**Shift-T** type **Allegro** and press **Enter** or type e.g. **6 = 140** where 6 = quarter note.)



*NB: To edit a tempo make sure it is selected (orange), then in the bottom left corner tap on the **zones** button to open the lower zone (**Cmd-8**). A piano keyboard is shown by default.*

*Tap on the **Properties** panel button to see the tempo properties and options to edit the selected item.*

Note Entry

We're going to start by entering this line of music:



In the bottom left corner, tap **Show Lower Zone** then **Keyboard** if it's not already selected.

- If you don't still have the caret visible, **double-tap** at the start of the Lead staff or select the first bar and from the top of the Note Toolbox on the left tap **Note Input** (Enter).
- Just above the piano keyboard in the lower zone, tap **Half note** to set the note duration.
- On the piano keyboard, tap on the **E** (above C5)
- Up in the music area, in the grey floating **Edit Notes Overlay**, tap **Lengthen Duration by Grid Value** (Shift-Opt-Right Arrow) to extend the half note along the rhythm grid by an eighth note (result: a half note tied to an eighth note).
- Back down in the Keyboard panel, tap **Quarter note**.
- On the piano keyboard, tap the notes **D C** (descending from the original E)
- Tap **Quarter note**, then the notes **E D C B**
- Tap **Eighth note**, then the notes **G A B**
- Tap **Quarter note**, then the note **G**
- In the left zone, tap **Note Input** (Enter) to turn off the caret. It should now look the same as the example above.

*NB: With a QWERTY keyboard connected to your iPad, you can use the letters **A-G** for pitch, and the numbers **1-9** for note duration. The bigger the number, the longer the duration, and vice versa. E.g. **7** = half note; **6** = quarter note; and **5** = eighth note and . (period) makes any of those durations dotted in length.*

If you have a MIDI keyboard connected to your iPad, you can use it to enter pitches in step-time as above, or record with the metronome (as in a DAW/sequencer) by selecting a bar and using the red Record button in the top toolbar.

Playback



To listen to the project at any point, you can use any of the following options:

- Select a note and tap the green **Play (P)** to start playback from that position. **Return to zero** will move the playhead to the start of the flow.

Keyboard:

- **Spacebar** starts and stops playback from the current play position
- **Shift-Spacebar** starts playback from the last start position (to re-play a section)
- **Shift-Opt-Spacebar** starts playback from the start of the current flow

Add a vocal harmony on the same staff


- To enter the vocal harmony line on the existing staff (as a down-stem voice or rhythm), **double-tap** at the start of the line (Keyboard: **Select** the first note and press **Enter**).
- In the left Toolbox, tap **Create Voice** and you'll see that the orange note next to the caret line changes to a **+** down-stem note (**Shift-V**)





*NB: Once a voice has been created, you can toggle between the available voices by long-pressing **Create Voice** and selecting the change voice option (**V**) – don't create a new voice every time!*

In the newly created down-stem voice, now enter the following:

- Enter a half note C by tapping **Half note (7)** just above the piano keyboard, then the note **C5** on the piano keyboard itself. Extend it as before by tapping on **Lengthen Duration by Grid Value** (**7 C** and extend it with **Shift-Opt-Right Arrow**)
- Tap the note duration **Eighth note (5)**, then enter notes **B A** on the piano
- Tap **Quarter note (6)**, then enter notes **C B A G**
- Tap **Eighth note (5)**, then press **E F# G** (with a QWERTY keyboard you won't need to type the sharp as it's in the key signature, just type **F**)

- Tap **Quarter note (6)** again, then press **E**
- In the left zone, tap **Note Input**  (**Enter**) to turn off the caret.

Lyrics

- To enter the lyrics, select the first note, then in the right Toolbox, tap **Popovers**  followed by **Lyrics**  (**Shift-L**). The lyrics popover appears above the staff.
- Type in the lyrics: **I can write ly--rics for my vo-cal-ist**
Use **Spacebar** or **— (hyphen)** to move on to the next note. If you make a mistake you can use backspace or double-tap on a syllable to edit it.

Allegro ♩ = 140


Lead








I _____ can write ly - - rics for my vo - cal - ist

String Section

Now you can create some string players.

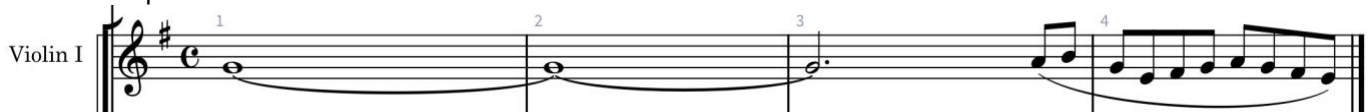
- In the top left corner of the screen, tap **Setup (Cmd-1)** to switch to Setup Mode
- In the bottom left corner, tap **Add Ensemble** 
- Choose the **Strings** family, tap **String Section (No Bass)**, then tap **Add**.


Violin I

- Switch to Write mode by tapping **Write (Cmd-2)**
- Switch to Galley view by tapping **View Options**  in the secondary toolbar, above the music, then in the dialog that pops up, tap **Galley View** then **Close** – this shows all the music as one continuous system of music. (Don't worry if you get some lyric collisions in this mode.)
- **Double-tap** at the start of the Violin I part to start note input there.
- To enter the long first note, in the lower zone tap the note duration **Whole note**, and then on the piano keyboard, tap **G** (above C4).
- Use the **Edit Notes Overlay** (shown on the left) and keep pressing **Lengthen Duration by Grid Value**  (**Shift-Opt-Right Arrow**) to extend your note until you have two whole notes tied to a dotted half note as shown below. (NB: There is also a ties button in the left Toolbox.)
- In the lower zone, tap the **Eighth note (5)** note duration, then tap **A** on the piano keyboard to enter an eighth note, then (still in the keyboard panel) tap **Slur**  (**S**) to start entering a slur. Continue entering slurred eighth notes by tapping the notes **B G E F# G A G F# E** as shown below.
- Tap **Slur**  again to turn it off (**Shift-S**), then in the left zone, tap **Note Input**  (**Enter**)


The Violin part should now look like this:

Violin I








NB: You can also add slurs to existing notes by selecting one or more notes, then tap **Slur**  (**S**).






Violin II

- **Double-tap** at the start of the Violin II part to start note input there.
- In the lower zone, tap **Quarter note (6)**, then tap **E** on the piano keyboard four times to enter four quarter notes above middle C4.
- Tap on the staff between the four notes you've entered (don't tap on the notes themselves) to select all four notes in that bar.
- At the top of the screen, in the secondary toolbar, tap **Repeat**  (**R**) three times to create a total of four bars of the same note.

Viola

- With the notes in the last bar of the Violin II part still selected (orange), tap **Extend Selection**  in the secondary toolbar (near the centre), then tap either between the notes or on the very first note in the first bar of Violin II to select all the notes in all four bars.
- On the right in the secondary toolbar, tap **Context Menu** 
- At the top of the dropdown menu, tap **Paste Special > Duplicate to Staff Below**
- **Double-tap** on the first viola note to start the caret, then in the left zone, tap **Lock Durations** 
- On the piano keyboard, tap middle **C4** to enter the new pitch for two bars, and then tap **B** to enter the new pitch for two bars.
- With the notes in the last bar of the Viola part still selected (orange) tap on **Extend Selection**  at the top of the screen near the centre and then tap either between the notes or on the very first note in the first bar of **Violin II** to select all the notes in all four bars for both Violin II and Viola.
- In the lower zone keyboard panel tap note duration **Eighth note (5)** to change all the quarter notes to eighth notes (separated with eighth note rests) and then also in the keyboard panel tap **staccato** 


Cello


- If you haven't already, tap **Extend Selection**  at the top of the screen to turn it off.
- **Double-tap** the **first bar** of the cello part to start note input there.
- In the lower zone, tap the **Eighth note (5)** note duration, then tap **Advance Caret**  (**Spacebar**) to move the caret along by your selected note (currently an eighth note).
- On the piano keyboard, tap **G A** (below C4)
- Tap the **Whole note (8)** note duration, enter pitch **C**, then use the **Edit Notes Overlay** and repeatedly press **Lengthen Duration by Grid Value (Shift-  Opt-Right Arrow)** to extend the note further to the end of the second bar.
- Similarly for the next two bars, use **Eighth note (5)**, **Advance Caret**  and pitches **B G**, followed by **Whole note (8)** and pitch **E** and similarly extend the last note to the end of the fourth bar.
- Tap **Note input**  (**Enter**) to turn off the note input caret.

Articulations


To add accents, tenuto, marcato etc: select one or more notes, then use the appropriate buttons in the lower zone keyboard panel.

Dynamics

If in the Notations toolbox on the right of the screen, **Popovers**  is selected:



- Select a note, then tap **Dynamics**  in the Notations toolbox to open the dynamics popover. Then type e.g. **mp** into the popover and tap **Enter**.

Alternatively, if **Panels**  is selected:

- Open the panel by tapping **Dynamics**  in the Notations toolbox. Either tap the dynamic and then the note in the music where you want to place the dynamic, or tap the note first, followed by the dynamic.

Chord Symbols

To add chord symbols:

- Make sure **Popovers**  is selected at the top of the Notations toolbox.
- Select a note in the music, e.g. in the first Lead part.
- Tap **Chord Symbols**  in the Notations toolbox to open the chord symbols popover (**Shift-Q**).
- Either type e.g. **C** and **Em** on your QWERTY keyboard to enter those chord symbols above the relevant beats, or simply play the chords on a MIDI keyboard if you have one.
- You can move the chord symbols popover to different beats using **Spacebar**, or use the on-screen buttons to move it along the rhythm grid or to the next bar.

To see how the piece looks when laid out on a page, switch back to Page view by tapping on **View Options**  in the top right corner, then choosing **Page View (Cmd-Opt-1)**.