

Dorico Flash Cards and Worksheets

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Introduction

This PDF guide is designed to help you create your own flash cards, worksheets and other cases where you want to create page designs, snippets, excerpts or other musical examples for teaching.

There is a live stream video discussing many of these options on the Dorico YouTube channel called [Musical Flash Cards & Worksheets](#).

At the end of each section in this guide, you'll also find a clickable link to the online Help documentation for more details

e.g. [Help: Dorico 5 Pro manual](#)

How to start

From the Steinberg Hub

You may wish to start with the Lead sheet template, but you can also choose the **Empty** template and then add a player.

- Choose a page size and orientation.
- Untick **Project will use multiple flows** (unless you need the Flow header titles above each flow).
- If you aren't going to need a time signature and key signature simply **untick** them on the right-hand side of the Hub.
- Click **Create project**.
- Then choose **Add Single Player (Shift-P)**, type **treble staff** (from the Sketch family if you're using a mouse) in the search box and press **Enter** or the **Add** button.

If you create worksheets for other instruments you can choose them here instead.

[Help: Steinberg Hub](#)

Save your template

If you set up an example that's exactly what you need you can then use **File > Save As Project Template** so it's then available in the Hub next time you start.

[Help: Save template](#)

Page Size and Orientation

You can set the page size and orientation in the Steinberg Hub when you start a project, and you can change it at any time in **Library > Layout Options > Page Setup (Ctrl/Cmd-Shift-L)**.

[Help: Page sizes](#)

Title

Go to **File > Project Info** and set the Project Title and other information that can be used as tokens if required.

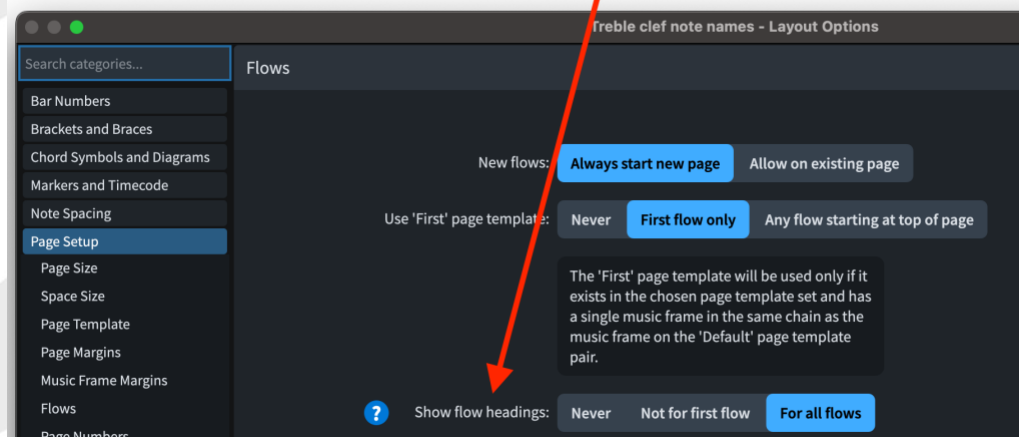
[Help: Project Info dialog](#)

Flow Headers

If you don't want the flow headers above each flow go to **(Ctrl/Cmd-Shift-L) Library > Layout Options > Page Setup > Flows** and set **Show flow headings** to **Never**.

Untitled Project 2

1. Flow 2

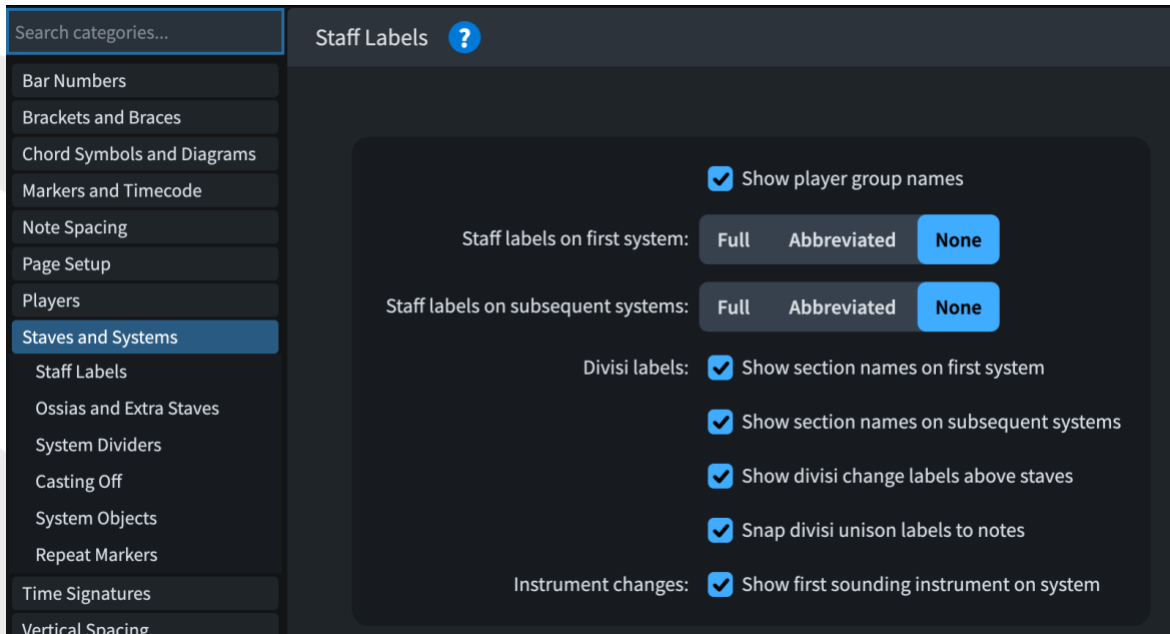


[Help: Flow headers](#)

Staff Labels Off/On

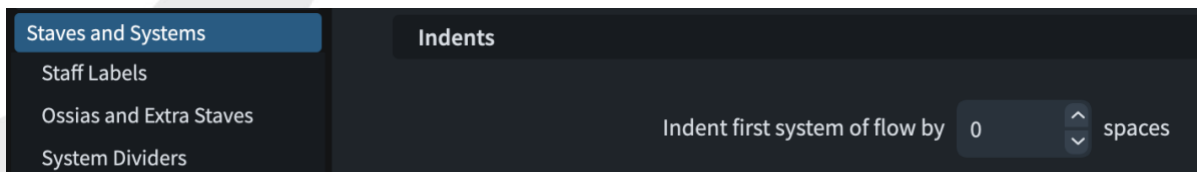
Part layouts don't have staff labels so choose that from the dropdown at the top of the window (or press **W** when a bar/item is selected to switch to that layout).

If you're using the score layout then press **Ctrl/Cmd-Shift-L** or go to **Library > Layout Options > Staves and Systems** and set the full and abbreviated labels to **none**.



Indent Gap Before System

There is a default gap to indent the first system of a flow. While you're in **(Ctrl/Cmd-Shift-L) Library > Layout Options > Staves and Systems** change Indent first system of flow from 6 to 0.



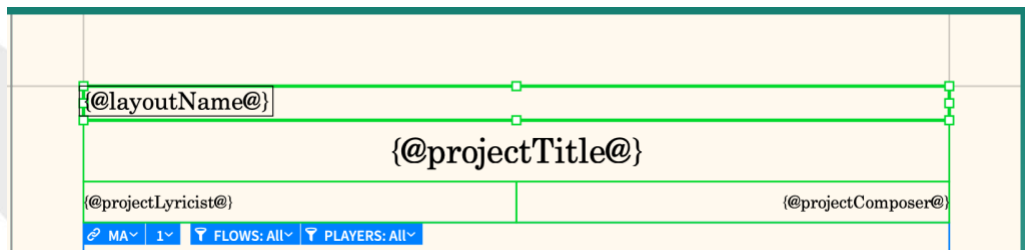
[Help: Staff labels](#)

Layout/Instrument Name Label

Option 1: Edit current template

If you are using the Part layout and you don't want the boxed label in the top left corner then go to **(Ctrl/Cmd-3) Engrave** mode and in the right zone in the **Page Templates** section double-click on the **First** page template to edit it.

Select the edge of the green frame that contains the `{@LayoutName@}` token and press **delete** to remove the frame.



You might also want to move the other text frames up to the top of the page, delete or edit some or make other changes to the template.

Once you've changed one side copy the changes to the facing page with the **Copy Page Layout** buttons at the top of the screen and then press **Apply** and **Close** the template.



Option 2: Create a Blank template

If you prefer to start with a clean slate try this.

- In **(Ctrl/Cmd-3) Engrave** mode in the right-hand zone click on the **+** button under the current page templates to make a new template. Give it a name, leave the other options in the dialog and press **OK**.
- At the top of the right-hand panel in the Pages section **right-click** on **page 1** and choose **Insert Page Template Change...**
- Insert the change from page 1, using your newly named template and set the range to **From This Page Onwards**
- Your music has now disappeared – don't panic!
- **Double-click** on your new Page Template in the right-hand panel to edit it.

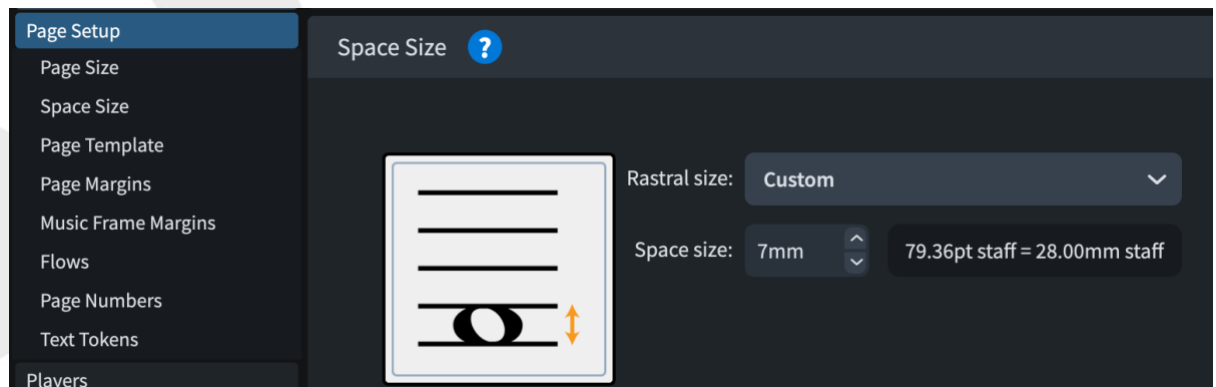
- In the left zone, using the **Insert Music Frame** button create a new green music frame on the page of the size you need.
- Use the **Copy Page Layout** button at the top of the window to make both pages the same. Press **Apply** and **Close**.

There is a section showing this process in the [Flash Cards and Worksheets video](#).

[Help: Page template editor](#)

Staff Size

To make large staves for flashcards go to **(Ctrl/Cmd-Shift-L) Library > Layout Options > Page Setup** and change the **Rastral** size. For staves larger than 9.2mm use the **Space size** option and enter your desired size e.g. 7mm would give you a staff size of 28mm.



[Help: Staff size](#)

Turning Off Multi-rests

If you're using a part layout then it will have multi-rests enabled by default.

Turn them off in **(Ctrl/Cmd-Shift-L) Library > Layout Options > Players > Bar Rests and Multi-bar Rests**

[Help: Hiding/Showing multi-bar rests](#)

Bar Numbers

To turn off or change bar numbers go to **(Ctrl/Cmd-Shift-L) Library > Layout Options > Bar Numbers**

[Help: Hiding/Showing bar numbers](#)

Removing Barlines or Time Signature

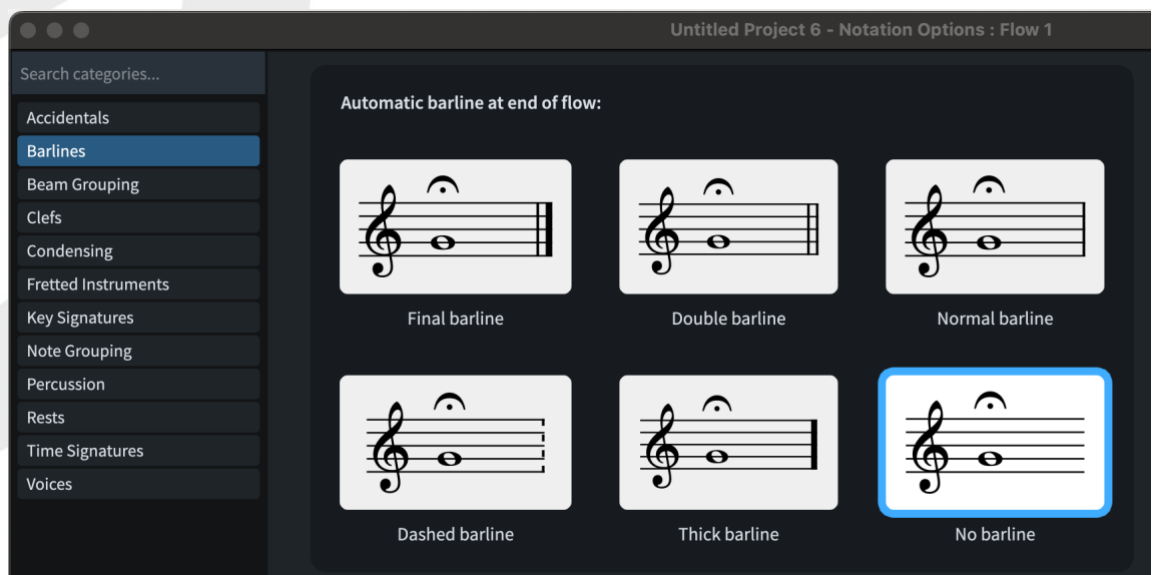
If you started the project with a meter/time signature and don't want it just select it and press delete. If you want to show barlines but not the time signature select it and from the **(Ctrl/Cmd-8)** Properties panel in the lower zone choose **Hide time signature**.

If you want to add barlines at bespoke positions, select a note or item in **Write** mode, or position the note-entry caret where you need it and then click on the type of barline you need from the Bars panel on the right zone. Alternatively, use the popover e.g. **Shift-B** and type | (the pipe symbol on the key to the left of Enter on your keyboard).

[Help: Hide time signatures](#)

Changing/removing final barline

The **automatic barline at the end of flow** can be quickly changed in **(Ctrl/Cmd-Shift-N) Library > Notation Options > Barlines**, including **Normal barline** and **No barline**. If you want to change all the flows at the same time, first use the **Select All** button in the far right bottom corner to select all the flows in the right-hand list.

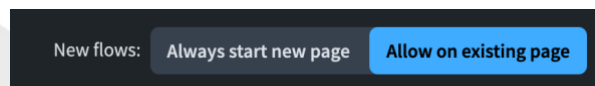


[Help: Changing default barline at end of flow](#)

Multiple Examples in One Project (Flows)

To start a new example, excerpt or question in the same project go to **(Ctrl/Cmd-1) Setup** mode and use **(Shift-F) Setup > New Flow** or the **Add Flow** button to the right of the flows in the lower zone.

If you are using a part layout the new flow will automatically appear on the same page under existing flow(s). If you are using the score layout and would like this option go to **(Ctrl/Cmd-Shift-L) Library > Layout Options > Page Setup > Flows** and choose **Allow on existing page**.



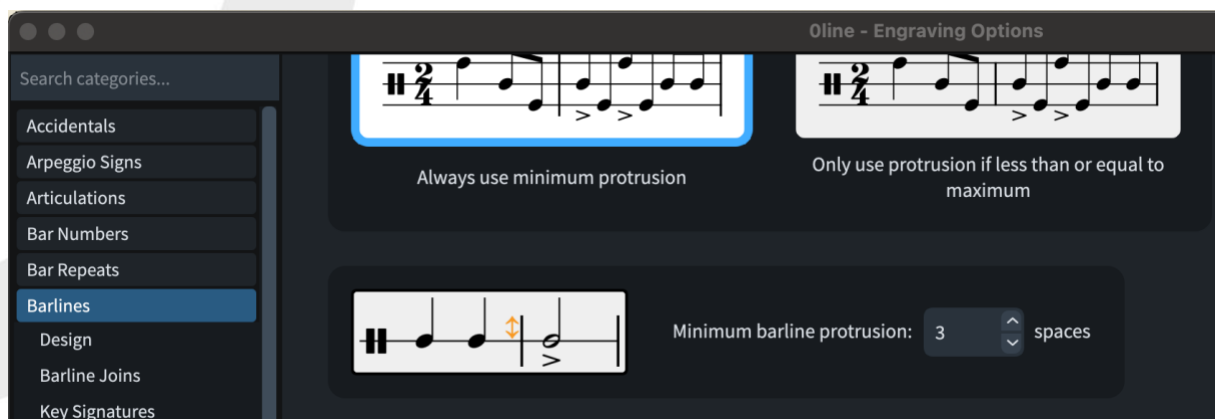
[Help: Adding flows](#)

Using less than 5 staff lines

In **Library > Instruments** you can edit the number of staff lines that an instrument uses (increase or decrease) e.g. for a 1-line staff. You can also add a percussion instrument in Setup mode such as a snare drum.

If you don't want any staff lines at all you can start with a 'zero-staff-lines' Dorico or musicxml file. ([Download from the Dorico blog.](#))

To change the height of the barlines in a 0-lines file use **(Ctrl/Cmd-Shift-E) Library > Engraving Options > Barlines** and adjust the **Minimum barline**



protrusion

[Help: Edit instruments dialog](#)

Hiding stems or noteheads

In **(Ctrl/Cmd-3) Engrave** mode choose the note(s). Use the **Hide stem** or **Hide notehead** option Properties panel in the lower zone. Optionally use the **Hide ledger lines** for those notes too.

[Help: Hide stems](#)

[Help: Hide noteheads](#)

Colouring Noteheads

You can automatically colour noteheads following the Figurenotes[®] system in **(Ctrl/Cmd-Shift-E) Library > Engraving Options > Notes** and select the option.



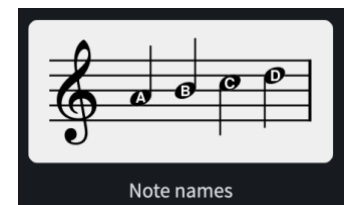
You can manually set a colour of a notehead (or many other items) but selecting it in **Write** mode and use the **Color** option in the Properties panel in the lower zone.

If you want to use Boomwhacker colours instead then download the Dorico template file from the [Dorico blog](#).

[Help: Figurenotes colours](#)

Note Names Inside Noteheads

You can automatically add note names inside each notehead by going to **(Ctrl/Cmd-Shift-E) Library > Engraving Options > Notes** and select the **Note names** option.



[Help: Note names](#)

Note Names Above/Below Staff

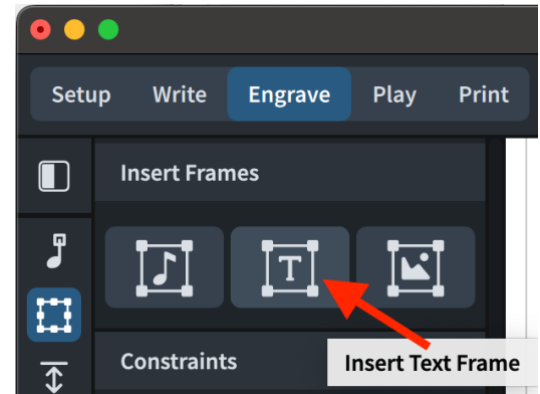
You can quickly type the note names below each note by selecting the first note and using the **Shift-L** Lyrics tool. Type a letter and press space to move to the next note.

[Help: Inputting lyrics](#)

Creating Questions (text)

To create text that is attached to a specific staff position e.g. for labelling items use the **Shift-X** text tool.

If you are writing questions or need blocks of text you might want to use the **Text frame** in (**Ctrl/Cmd-3**) **Engrave** Mode instead. Click on the **Insert Text Frame** button and then click and drag on the page to create a green text frame. You can then double-click on it (or select it and press Enter to edit), type your text and use the text tools for formatting.



[Help: Inputting text](#)

Lines

In the right zone click on the button for the Lines panel. There are many options for horizontal and vertical lines and you can also click on the pencil tool in that panel to create new lines.

At the top of the panel each line can be attached to a note position, barline or beat position.

Once you've added it to the project you can make further graphical positioning edits by switching to Engrave mode and dragging each end of the line to wherever you need it.

[Help: Lines](#)



Make Manuscript Paper (Creating Blank Staves)

Use the **Blank Staves** option when editing a music frame.

1. Display **blank staves** in any music frame by using the **Flow Filter** in **Engrave** mode (make sure the **Frames** editing mode is selected in the left **toolbar**).
2. Create **manuscript paper** by filling the page with blank staves. Add a new **Master Page** that is not based on an existing pair; there is no need to make any changes in the **Master Page Editor**. Set your page to use this new **blank Master Page**. Now **Dorico** will not fill your pages with music, or the staves of added instruments. Draw out a music frame to fill the page (or as much of it as you would like to fill with blank staves), and choose **Blank Staves** from the **Flow Filter**.
3. Optionally, you can set **properties** to influence the top and bottom padding, and you can choose exactly how many staves to fill the frame with.
4. In **Layout Options**, set the **staff size** to change the rastral size of the manuscript paper.
5. You could even save a **Dorico** project that has many **layouts**, each one using a different configuration or page size, orientation, staff size and number of staves.

Full details in this video: [Create your own blank manuscript paper video](#)

Lengthening and Shortening Staves (Indenting)

By default Dorico won't make a system stretch the full width of the page as it would normally look silly. Once your music reaches the middle point of the page (50% across) it will then justify.

This option is set in (**Ctrl/Cmd-Shift-L**) **Library** > **Layout Options** > **Note Spacing** as 'only justify final system in flow...'. If you untick this option the system will be full-width (and possibly stretched) across the page.

Indenting with Note Spacing

If you want to make fine adjustments switch to (**Ctrl/Cmd-3**) **Engrave** mode and the **Note Spacing** tool in the left zone.

Click on one of the large blue squares at either end of the system and use **Ctrl-Alt-left/right arrow** (**Opt-Cmd-left/right** on Mac) to move it.



If you want multiple 'short' staves in various places on the page you may want to use frames instead.

[Help: Manual note spacing](#)

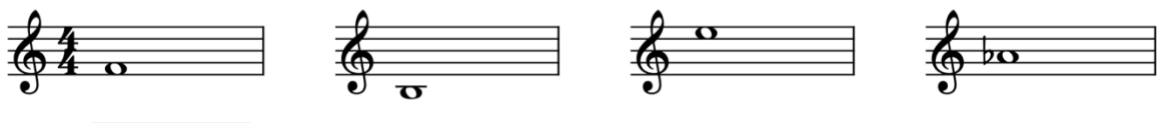
Indenting With Frame Handles

In **(Ctrl/Cmd-3) Engrave** mode you can adjust the size of the music frame by selecting the **Frames** tool in the left zone and then using the frame handles either click and drag with your mouse or select a handle and use **Opt/Alt-arrow** keys.

Ctrl/Cmd-Alt-arrow keys will move in larger jumps; **tab** will deselect the handles so you can use **Opt/Alt-**arrows keys to move the whole frame.

[Help: Selecting frame handles](#)

Intervals or 'Name the Note' Questions

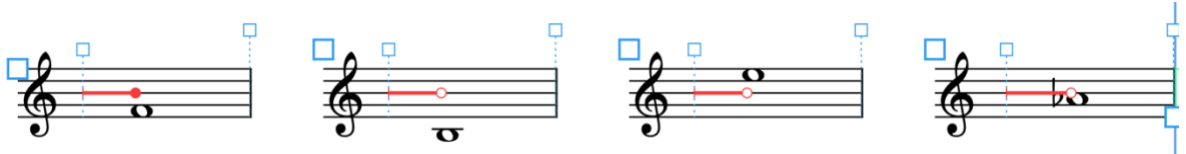


Splitting the bars:

- Select an item or rest in bar 2 and from the repeats panel choose **Coda**, or type **Shift-R** for the repeats popover and type **coda** and press **enter**.
- Repeat for each bar where you want add a break
- Select the first coda text and use **Edit > Select More (Ctrl/Cmd-Shift-A)** to select them all. Then from the **(Ctrl/Cmd-8) Properties** panel toggle the **Hide** option.
- Add the notes in each bar.

Centering the notes:

- If you want to 'centre' or move the notes in the bar then switch to **(Ctrl/Cmd-3) Engrave** mode and use the **Note Spacing** tool.



- Select the circle for the note spacing and use **Ctrl-Alt-right** arrow to move it (**Opt- Cmd-right arrow** on Mac). You can use the arrow keys to select other items and the Tab key to switch the selection from the boxes to the circles.

Adding a line for the answers

Option 1: Lyrics

- In **(Ctrl/Cmd-2) Write** mode select the first note and press **Shift-L** for the lyrics tool.
- Type **Alt/Opt** and hyphen to add e.g. 4 or more hyphens as lyrics
- Press **Spacebar** or the **right-arrow** to move to the next note
- A line is added under each note.
- To move the lines further away from the notes go to **(Ctrl/Cmd-Shift-E) Library > Engraving Options > Lyrics > Vertical Position** and change the **Minimum distance from staff** to **3** or more spaces depending on your needs.
- You can also manually position the lines in Engrave mode by selecting one or more of the lyrics and using **Alt/Opt-downarrow** or **Cmd/Ctrl-Alt/Opt-down arrow** for larger jumps.

Option 2: Lines

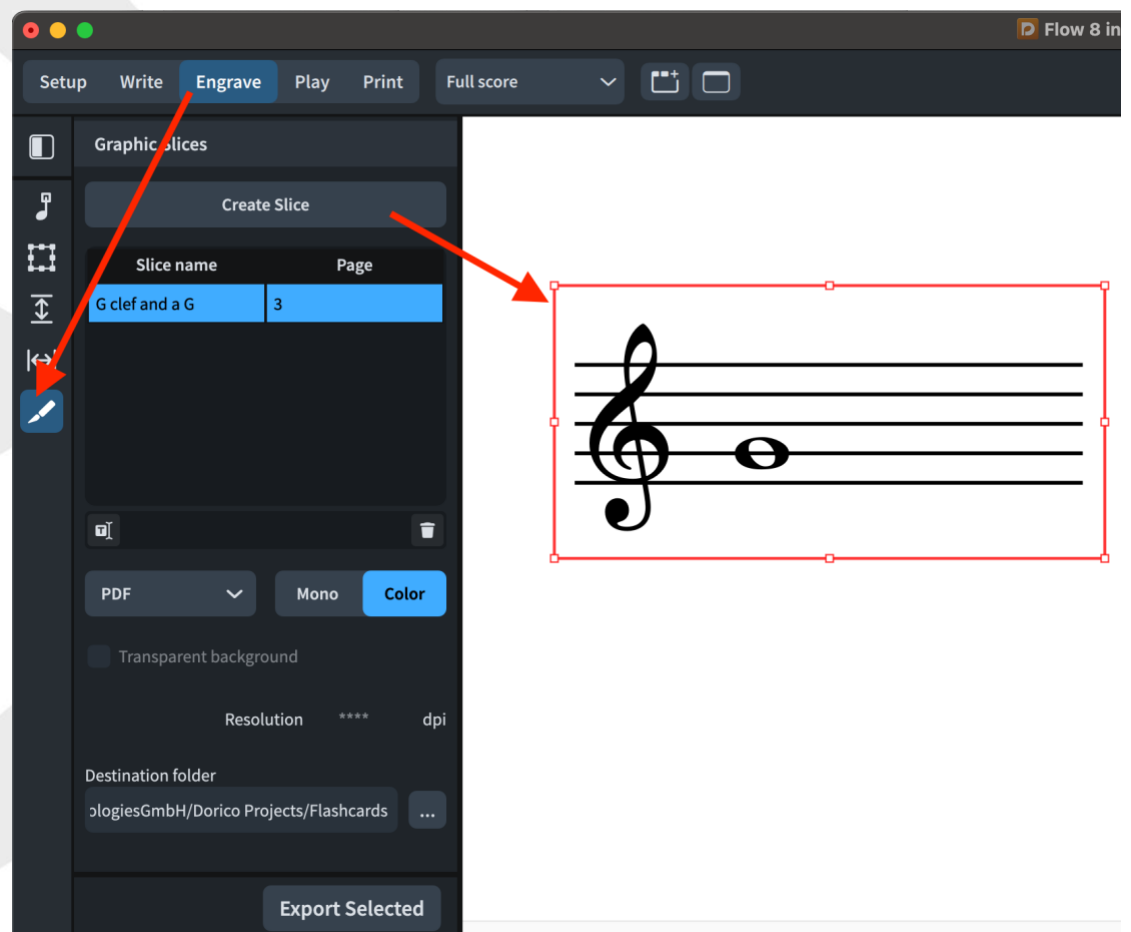
- In **(Ctrl/Cmd-2) Write** mode open the **Lines** panel in the right zone
- Select a bar in your project
- Choose the horizontal line to add it above the staff and then press **F** to flip it under the staff.
- Either copy (**alt-click**) on the other bars or create the lines as above.
- In **(Ctrl/Cmd-3) Engrave** mode you can adjust the position of the line and check the alignment against other lines with the crosshairs.

Export Musical Examples for Word/Powerpoint etc

To export part of a page e.g. an excerpt to use in Word/Powerpoint or other graphics program go to **(Ctrl/Cmd-3) Engrave** mode and choose the **Slices** tool.

Click on **Create Slice** and drag a red slices box round the area you want to use. Optionally resize with the handles. In the left zone double-click on the name to edit it and then set the output type (e.g. PDF, PNG, SVG, TIFF) and destination folder.

When you're ready use the **Export Selected** button at the bottom of the left panel. If you need to make any changes to the music you can and the slice(s) will be the same size unless you manually edit it.



[Help: Graphic slices](#)

Print or Export a Whole Page or Document

To print or export a whole page or document go to (**Ctrl/Cmd-5**) **Print** mode, select the layout in the left zone and choose either **Print** or **Graphics** in the right zone. Choose the output type (PDF, PNG, SVG, TIFF), destination folder, filename options etc and then click on the **Print** or **Export** button at the bottom.

[Help: Print mode](#)

General Tips

Temporarily Hide Non-Printing Elements

When working with frames and other items that don't print you can turn them all off temporarily to look at your design by holding down the **backslash** key on Windows or **`** key on macOS (the key to the left of Z on most keyboards).

[Help: Hiding non-printing elements](#)