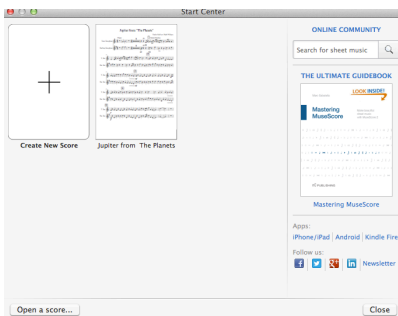


HOW TO USE MUESCORE NOTATION SOFTWARE (For teachers with little to no time to learn something new)

This is a great resource for teachers and students. Musescore is free music notation software that can be found at musescore.org. It takes only minutes to download.

CREATING A NEW SCORE

1. When opening MuseScore for the first time, it will take you to the Start Center. This will allow you to create a new score, or open a previous one.

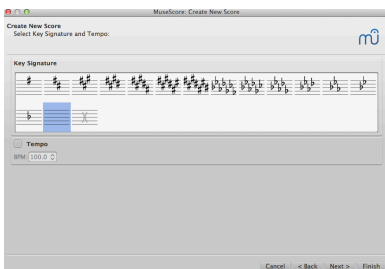


2. When creating a new score, this program gives you the option to create your own or provides templates for:

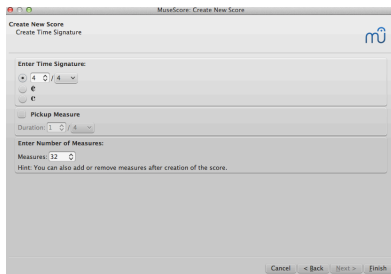
- Treble Clef, Bass Clef, or Grand Staff
- Choral with Organ or Piano
- Chamber Ensembles
- Jazz Ensembles
- Concert Bands
- Orchestra

Select one of the following options and click “Next”

3. You will now select the key signature for this score. This will be the Concert Pitch for those with transposed instruments. This page will also give you the option to select the tempo for the piece. After selecting the key, click “Next”.



4. In the next window, you will select the time signature and number of measures for the score. It will also give you the option to select if there will be a pickup to the first measure. For example, if you need a quarter note pickup to the first measure, select the duration of $\frac{1}{4}$. If you have 3 eighth notes, select $\frac{3}{8}$.



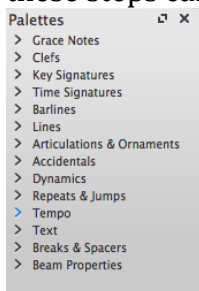
5. After this step, the score is ready and you can click “Finish”.

ADDING THE MUSIC TO THE SCORE

At this point, you can start anywhere. I typically start in this order because it saves me time in the long run.

1. Rehearsal numbers or letters
2. Double bar lines, repeats, etc.
3. Time signature changes
4. Notes
5. Articulations
6. Dynamics
7. Staff text

For the exception of adding the notes, everything just takes one easy “click”. Most of these steps can be accomplished by using the palette.

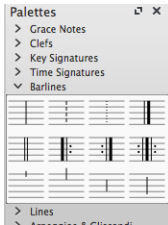


1. Inserting Rehearsal Numbers or Letters

Click the whole rest of the measure you would like to add the rehearsal marking to and hold down the keys “command+M”. This will create a flashing cursor above the selected measure. If you decide to insert the rehearsal numbers after the notes, click the first beat of the measure before pressing “command+M”.

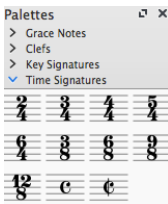
2. Inserting bar lines, repeats, etc.

Click the “Barlines” tab to open the different options. Select the measure you would like to add the barline and double click your selection on the palate.



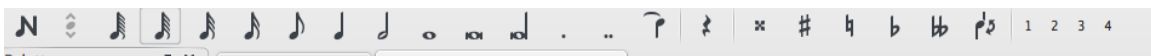
3. Inserting Time Signature Changes

Inserting new time signatures is the same process as the barlines. Select the “Time Signatures” tab in your palate. Select your measure, and double click the new time signature.



4. Inserting Notes/Rests

This part of the process takes more time than any of the other steps. If you follow these steps, it can save you a lot of time. During this process, you will be using your number pad and the palate that looks like this.



Since I am typically in a rush when using this program, I use my number pad the majority of the time. Numbers 1-7 each have an assigned rhythmic unit. 1- 64th note; 2 – 32nd note; 3 – 16th note; 4 – 8th note; 5 – quarter note; 6 – half note, and 7 – whole note.

If you have 4 quarter notes in a measure, click the desired measure, select your rhythmic unit (5), press the “N” key (for note), and click the space or line where each note belongs. If you want rests, you will still use the keypad but will not press the “N” key.

Another option for selecting pitches is to use the letters from the keyboard.

If you want a dotted rhythm, select the main rhythmic value, press the “.” key and select your pitch. This will add a dot to the end of your note.

To add a tuplet, select your rhythmic unit, click “Notes”, scroll to “Tuplet”, and choose your desired rhythm. It will give you a blank rhythm to insert pitches.

If you would like to add an accidental to a pitch, there are a few ways to do this. One way is to select the desired pitch and click the accidental from this palate.



or

You can select the desired pitch and press the “Up” key to raise the pitch or “Down” key to lower the pitch.

5. Adding Articulations

Open the “Articulation” tab on your palate. If you have one articulation per measure, highlight the specific note and double click your desired articulation. If you have more than one note of the same articulation, you can highlight each note and double click the desired articulation. You can also add more than one articulation per note like and accent-staccato or a tenuto-staccato.

If you want to slur two notes together, click the first beat of the slur and press “S”. If you want to slur more than one note together, highlight the initial note, press “shift” while scrolling with the “Right Arrow”. When you have selected the notes you want to slur, press the “S” key.

6. Adding Dynamics

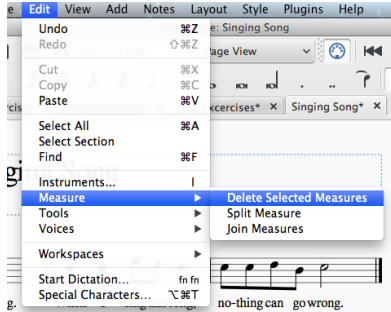
To add written dynamics, open the “dynamics” tab, select the desired note, and double-click the dynamic.

If you want to add a crescendo or decrescendo, open the “lines” tab. Click where you want the crescendo to start, hold the “shift” key and press the “Right” to the measure or beat where you would like the crescendo to stop. This will highlight the notes. You will then double-click the “crescendo” symbol. You will use the same process for decrescendos.

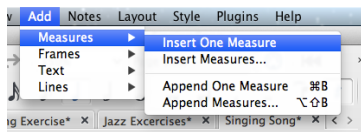
7. Adding, Appending, and Deleting Measures

If you need to add extra measures at the end of the piece, in the middle of the piece, or need to remove measures, here are some easy steps.

To delete a measure(s), highlight the measures and click “Edit” and scroll to “Measure” and click “Delete Selected Measures”.



To add a measure(s), click “Add”, and select “Measure”. There are four options to choose from: Append Measure(s) (add to end) or insert measure(s).

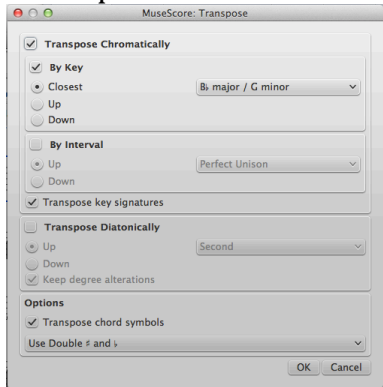


COPY & PASTE

This is one of my favorite features of notation software. This allows you to select a certain measure, copy it, and repeat it for as long as you need. Highlight the measure(s), click “command+C” and select the measure you would like to fill. Click “command+V”.

This also allows you to copy an excerpt from one instrument, and paste in another instrument’s system. This software automatically transposes the passage for wind instruments; however, you may have to transpose octaves when copying a part from a lower instrument and pasting it to a higher instrument.

To transpose a passage, highlight the measure(s), click “Notes”, and select “Transpose”. You will see this window

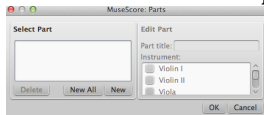


Choose the “By Interval” box and select Perfect Octave. You will also need to specify “Up” or “Down”.

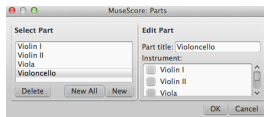
EXTRACTING PARTS FROM THE SCORE

If you create a score and would like to extract the parts, here a few easy steps

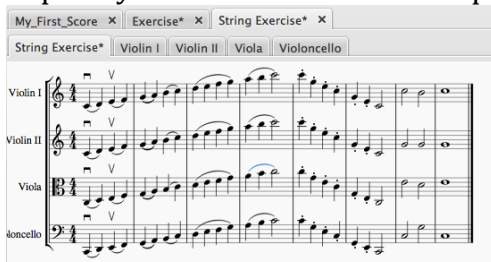
1. Click the “File” tab
2. Scroll down to “parts”



3. Click “New All” and press “Ok”



4. You will find tabs of all of the extracted parts above the score. You are now able to print your score and individual parts.



JAZZ AND VOCAL SCORES

Here are some helpful steps for writing jazz scores.

Creating Chord Symbols

1. Select a measure and click “command+K”. This will create a cursor above the measure. To make an F dominant chord, press F and 7.
2. If you want to have chords change with rhythms, create rhythms on one pitch. Highlight those measures and open the “Note Heads” tab. Double-click the diagonal note head.

Chord Slashes

1. Click the empty measure and click “Edit” at the top of the tool bar.
2. Scroll down to “Tools” and click “Fill With Slashes”. This will fill the entire measure with slashes.

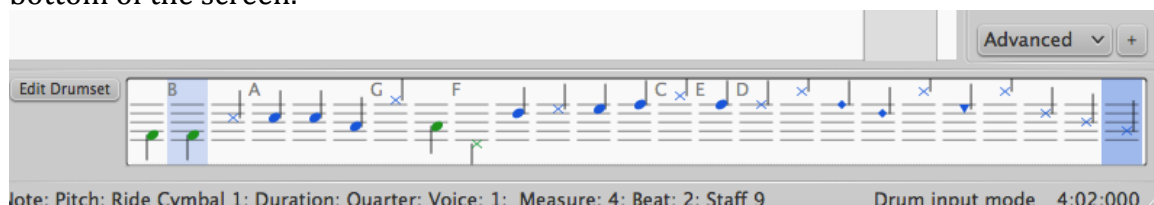
Lyrics

1. Before starting the lyrics, make sure that you have completed the melody.
2. Click beginning note and press “command+L”. This will create a cursor below the note.
3. To move onto the next pitch, press the “Space Bar”.
4. If your word shares more than one note, write the first syllable and then press “-“. The cursor will automatically move to the next pitch for you to finish your word.

Percussion (Drum Set)

This part can be a little tricky.

1. Select the beginning measure and press “N”. This will create a palette at the bottom of the screen.



This provides the basic notation for the drum set. If you press “B”, it will give a bass drum hit. If you press “F”, it will give you a high-hat hit. If you press “B,F,B,F”, it will give you the basic swing pattern for the bass and high-hat. If you start at the beginning of the measure at press “D”, you will get a ride cymbal pattern. Here is an example of a basic swing pattern.

