

## # 6 - CREATING FLASH CARDS

1. In LAUNCH WINDOW, click on TEMPLATES Button. Open EDUCATION TEMPLATES / FLASHCARD (template appears). When Score Info window opens, click NEXT. If desired, select KEY & TIME Signatures, # of MEASURES (max 4 per pg), TEMPO, PICKUP, Click FINISH.
2. TO CHANGE CLEF, KEY & TIME SIGNATURES or ADD MEASURE:

### SELECTION TOOL (press ESCAPE to highlight Selection Tool):

TO CHANGE CLEF: CTRL / RIGHT-click on clef, select, choose region.

TO CHANGE KEY or TIME SIGNATURES: CTRL / RIGHT-click on Time or Key Signature  
- OR- in middle of measure. Choose **KEY or TIME SIGNATURE**.

TO CHANGE BARLINE: CTRL / RIGHT-click in measure. Select barline.

TO ADD MEASURES TO THE END: CTRL/RIGHT-click on measure. Choose **ADD MEASURES**. Type in number.

TO INSERT A MEASURE AHEAD OF ANOTHER MEASURE: Highlight existing measure.  
CTRL/RIGHT-click on measure. Choose **INSERT MEASURE STACK**. Type number.

### MEASURE TOOL:

TO SHOW/HIDE KEY or TIME SIGNATURES:

- Double-click on measure. In pop-up menu next to Key or Time Signature, make selection.

TO RESPACE NOTES WITHIN MEASURE:

- CTRL/RIGHT-click on measure. Choose EDIT BEAT CHART. Drag the lower handle(s) to reposition notes within measure.

3. USING **SIMPLE NOTE ENTRY**, ENTER NOTES AND/OR RESTS.  
(To respace notes within measure, see MEASURE TOOL under #2 above).

4. TO FURTHER EDIT YOUR FLASH CARD:

### STAFF TOOL:

TO SHOW/HIDE MEASURE ITEMS IN A PARTICULAR STAFF:

- Double-click measure to bring up STAFF ATTRIBUTES Window. Under ITEMS TO DISPLAY, make selection.

TO CHANGE STAFF STYLE WITHIN A REGION (Clef, Time or Key only, 1-Line Staff, Hide Staff, Markings or Notes only, Stemless Notes, No Noteheads etc.):

- Highlight measure(s). CTRL/RIGHT-click in highlighted area to bring up **STAFF STYLES Menu**. Choose style, (new style is applied).

TO USE ALTERNATE NOTATION WITHIN A REGION (Slash, Rhythmic or Blank):

- Highlight measure(s). Double-click in highlighted area to bring up STAFF ATTRIBUTES Window. Next to ALTERNATE NOTATION, click SELECT Button. Make selection. Click OK, click OK.

## RESIZE TOOL:

### TO CHANGE STAFF SIZE:

- CTRL/RIGHT-click on staff. Choose RESIZE STAFF.
- Resize staff to new percentage (larger or smaller). Set RANGE. Click OK.

### TO CHANGE NOTE SIZE OF 1 NOTE:

- CTRL/RIGHT-click on note. Choose **RESIZE NOTE** or **REST**. Enter percentage.

### TO CHANGE NOTE SIZE FOR A REGION:

- With **SELECTION TOOL**, drag over region (to highlight). Go to **UTILITIES Menu / CHANGE / NOTE SIZE**. Enter new percentage (larger or smaller). Click OK.

## PAGE LAYOUT TOOL:

### TO MOVE LEFT OR RIGHT MUSIC SYSTEM MARGIN:

- Grab UPPER LEFT system handle of staff (for LEFT Marg) -OR- LOWER RIGHT system handle of staff (for RIGHT Marg). Move LEFT or RIGHT.

## LYRIC TOOL:

### TO ADD LYRICS or SOLFEGE SYLLABLES:

- TYPE INTO SCORE should be turned on. Click in staff on first note (cursor appears). Type in lyrics using hyphen (between syllables) or space bar to advance to next note. To delete syllable, click on note and press BACKSPACE.
- To type 2nd verse, click on 1<sup>st</sup> note, press DOWN arrow to go to next verse, type.

TO CHANGE FONT, SIZE: Go to **LYRICS Menu/EDIT LYRICS**. Select VERSE NUMBER and highlight the lyrics. Go to **TEXT Menu/SIZE**.

### TO TYPE IN ANSWER BLANKS:

- **TYPE INTO SCORE** should be turned on. Click in staff on first note (cursor appears) Press SHIFT + Underscore Key. Press space bar to advance to next note.

TO MOVE LYRIC LINE UP OR DOWN: To the LEFT of your music, click on FAR LEFT ARROW and drag up or down (to move lyrics for entire document).

## CHORD TOOL:

### TO ADD CHORD SYMBOLS:

- Arrow to **CHORD Menu/TYPE INTO SCORE**. Click in staff on first note (blinking cursor appears). Type in chords using space bar to advance to next note.

TO MOVE CHORD SYMBOLS UP OR DOWN: To the LEFT of music, click on FAR LEFT ARROW and drag up or down (to move chords for entire document).

### TO CHANGE CHORDS TO GUITAR FRETBOARDS:

- Arrow to **CHORD Menu/SHOW FRETBOARDS**.

### TO RESIZE GUITAR FRETBOARDS:

- Arrow to **CHORD Menu/RESIZE FRETBOARDS**.

### TO MOVE FRETBOARDS UP OR DOWN:

- Arrow to **CHORD Menu/POSITION FRETBOARDS**. To LEFT of music, click on FAR LEFT ARROW and drag up or down (to move fretboards for entire document).

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