The Practical: Edit Scores for my School Context

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The Learning	How to...	
MUSICXML FILES	See Companion Supports • Import MusicXML • Export MusicXML	MU /// Flat
CHANGE INSTRUMENTS	1. Click on instrument name 2. In Instrument Settings, go to the Instrument you want to change 3. Click **Replace** 4. Choose your new instrument 5. Click **Done**	
CHANGE THE TEMPO	1. If there is no existing tempo marking, you can add a tempo mark by going to the **Measure/Bar** toolbar and click on the **tempo tool** icon 2. To change the existing tempo, click the tempo mark 3. Type in the new tempo 4. If needed, click the **beat unit** to change the existing beat 5. Click **Save** 6. Please note: by pressing the audio icon, you can see all tempo options	
TRANSPOSE TO A SUITABLE KEY	1. Select all - **Shift + Ctrl/Cmd + A** 2. Select **Note > Transpose icon** 3. Choose whether to transpose by key, interval or semitone 4. Select new key 5. Click **Apply Transposition**	

REARRANGE THE MUSIC TO SUIT YOUR STUDENTS

• Select Multiple Bars	1. To start a range selection, hold the mouse left button 2. Drag the mouse to the extend the selection or alternatively hold down shift key and drag to the last note of the selection/ hold down shift key and use the arrows 3. Use the anchors to extend or reduce the range selection
• Cut – Copy - Paste	Cut: Ctrl/Cmd+X Copy: Ctrl/Cmd+C Paste: Ctrl/Cmd+V
• Delete	Backspace to clear notes or alternatively Click the **delete icon** Select **Measure/Bar > Remove Measure/Bar** Ctrl/Cmd + Backspace to remove measures
• Remove Instrument	1. Click on instrument name 2. Go to Instrument in Instrument Settings 3. Click **Remove** 4. Click **Yes** 5. Click **Done**

The Practical: Edit Scores for my School Context continued

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- **Change Note Values**
  1. Place the cursor on the note you want to edit
  2. Select **Note**
  3. Select the new note value

- **Add Stacked Notes to Create a Chord**
  - Place the cursor on the note
  - In normal editing mode, 🎵 stack the notes to create a chord (the cursor moves forward)
  - In chord editing mode, 🎵 stack the notes to create a chord (the cursor stays in position)

- **Delete an element**
  1. Click on the element (e.g., tempo, dynamic markings)
  2. Click the **delete icon** ⟨×⟩

- **Move notes up or down octave**
  Up an Octave = Ctrl/Cmd + ↑
  Down an Octave = Ctrl/Cmd + ↓

- **Change chord symbols**
  1. Click a chord symbol
  2. Type the new chord name

ENHANCE THE LEARNING WITH A VARIETY OF SYMBOLIC REPRESENTATIONS OF SOUNDS

- **Add Letter Names/Solfa/Colour in Note Head**
  1. Select **Layout Settings** ⊞
  2. Select **Notes Heads** 🌈
  3. In Colour/Shape/Do Type, select which you require
  4. Click **Back**
  5. Click **Save**

- **Add/Change Kodaly hand signs**
  1. Click on instrument name
  2. Go to Instrument in Instrument Settings
  3. Click **Edit**
  4. Click **Kodály Notation**
  5. Turn on **Use Kodály Display**
  6. Click **Hand Sign** & choose other elements as needed
  7. Click **Save**
  8. Click **Done**
  9. Click **Done**

- **Add/Change notation to tablature**
  - Click on instrument name
  - Go to Instrument in Instrument Settings
  - Click **Edit**
  - Click **Tablature/Chord Grids and Tuning**
  - Turn on **Use a Tablature**
  - Click **Save**
  - Click **Done**
  - Click **Done**

• Add Chord Diagrams	• Click on instrument name • Go to Instrument in Instrument Settings • Click **Edit** • Click **Tablature/Chord Grids and Tuning** • Turn on **Use chord grids** • Click **Save** • Click **Done** • Click **Done** • Please note: You may wish to change the chord grid that appears. Customise the chord grid by clicking on it and changing the fret numbers for each string
SOLO THE INSTRUMENTS TO HEAR THE PARTS CLEARLY	1. Click **Master Audio icon** 2. Click the **headphone icon** to solo one or more instruments
USE THE METRONOME TO SUPPORT RHYTHM SKILLS	Click the Metronome symbol to turn on the metronome
LOOP BARS TO LEARN AURALLY AND PRACTISE ALONG	1. Click **Measure/Bar** 2. Select a note in the first bar of the section to be looped 3. Add a **Left Repeat icon** 4. Select a note in the last bar of the section to be looped 5. Click the **Repeat X Times icon** 2x and input the number of times you want the section to loop 6. Click the first note of the section to be looped and press the **Play icon**
EXPORT INDIVIDUAL INSTRUMENTAL PARTS AS SCORES AND AUDIO FILES	1. Click the **Export** icon 2. Select **Printable PDF (*.pdf)** or **Audio(*.mp3)** or **Audio Lossless (*.wav)** 3. Click **Single Parts** 4. Click the download symbol for the first required part. The file will download to your downloads folder 5. Repeat for all required parts
CREATE BACKING TRACKS FOR REHEARSAL AND PERFORMANCE	
• Add a count-in	1. Click on bar 1 of any instrument 2. Click **Measure/Bar** then **Insert Measure Before** icon 3. Click on a name of any instrument/voice 4. Click **Add an instrument** 5. Click **Percussion** and select **Claves** 6. Click **Done** to return to score 7. Click on bar 1 of the Claves part 8. Press 3 to select crotchets and press B four times to input 4 notes
• Create a backing track	1. Click the Export icon 2. Select **Audio(*.mp3)** or **Audio Lossless (*.wav)** (for information on types of audio files see pg. 18 of our **Digital Learning Technologies in Junior Cycle Music** booklet) 3. Select **Set of parts** and untick any parts that are not required 4. Click **Export** and the file will be downloaded to your downloads folder