Creating Backing Tracks
using MIDI or MusicXML Files, page 1

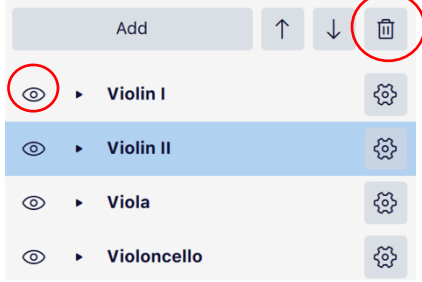| The Learning	How to…
MUSICXML FILES	See Companion Supports • Import MusicXML • Export MusicXML
CHANGE INSTRUMENTS	1. Double-click on instrument name on score to open **Staff/Part Properties** 2. Click **Replace instrument** 3. Choose instrument and click **OK** 4. Click **OK**
CHANGE THE TEMPO	1. If there is no existing tempo marking, click on the first note or rest (If there is an existing tempo marking go to step 4) 2. If **Palettes** is not visible on the left click **View**-> **Palettes** 3. Click the Tempo arrow (▸) in **Palettes** 4. Double-click the required tempo marking 5. Double-click the tempo marking when it appears on the score and change the number to the required value
TRANSPOSE KEY	1. Press escape key to deselect all 2. Click **Tools** -> **Transpose** 3. Click **To Key** 4. Select new key 5. Click **OK**

REARRANGE THE MUSIC TO SUIT YOUR STUDENTS

|	
• Select Multiple Bars	1. Click the first note of the selection 2. Hold down shift key 3. Click the last note of selection
• Cut – Copy - Paste	Cut: Ctrl/Cmd+X Copy: Ctrl/Cmd+C Paste: Ctrl/Cmd+V
• Delete	• Backspace to delete notes • Ctrl/Cmd + Backspace to delete bars
• Remove Instrument	1. Click **Instruments** (Click **View**-> **Instruments** if not visible) 2. Click required instrument 3. Click this symbol 🗑 to remove selected Instruments or this symbol 👁 to hide selected instruments

REARRANGE THE MUSIC TO SUIT YOUR STUDENTS CONTINUED…

- **Change Note Values**

  Click the note and press the number for the required note value
  3 = semiquaver 4 = quaver 5 = crotchet 6 = minim
  7 = semibreve   . = dotted note   **+** = tied note
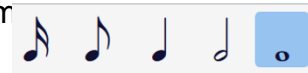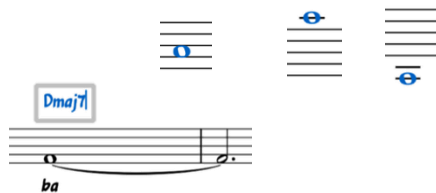
- **Add Stacked Notes to Create a Chord**

  1. Click the note
  2. Shift + Letter name of note to be added
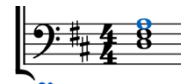
- **Delete an element**

  1. Click on element (e.g., tempo, dynamic markings, ornament)
  2. Press backspace

- **Move notes up or down octave**

  Up an Octave = Ctrl/Cmd + ↑
 Down an Octave = Ctrl/Cmd + ↓

- **Change chord symbols**

  1. Double-click a chord symbol
  2. Type the new chord name

ENHANCE THE LEARNING WITH A VARIETY OF SYMBOLIC REPRESENTATIONS OF SOUNDS

- **Add Letter Names or Solfa**

  1. Right click instrument name and click **Staff/Part Properties**
  2. Click **Advanced Style Properties**
  3. Change **Notehead scheme** to **Pitch Names** or **Solfège Movable Do**

- **Add Colours**

  Setup (only needs to be done once):
  1. Click **Plugins**
  2. Click **Manage Plugins**
 3. Click **Color Notes** and click **Enable**
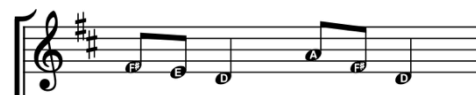
  To apply the plugin:
  1. Click **Plugins** -> **Notes** -> **Color Notes**

- **Change notation to tablature**

  1. Open **Instruments** (Click **View-> Instruments** if not visible)
  2. Click the arrow beside the instrument
  3. Click this symbol ⚙ beside the current clef.
  4. Change **Staff Type** from **Standard** to required tab style e.g. **Tab.4-str.simple**
  5. Use Ctrl/Cmd + ↑ and Ctrl/Cmd + ↓ to move notes from one string to the other if needed (not to change octave)
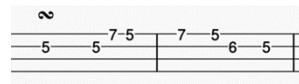
- **Add Chord Diagrams**

  1. Click on **Palettes**. If **Palettes** is not visible on the left click **View-> Palettes** (or press F9)
  2. Click **Add Palettes** and click the plus beside Fretboard Diagrams
  3. Click the Fretboard Diagram arrow (▸) in **Palettes**
  4. Double-click the required fretboard diagram
  5. Please note: only white note fretboard diagrams are available. Customise your own fretboard diagrams by clicking **View-> Properties** (or press F8)
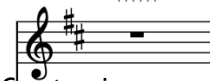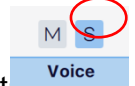
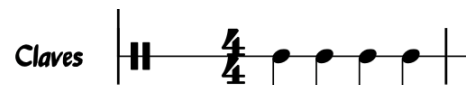|	
SOLO THE INSTRUMENTS TO HEAR THE PARTS CLEARLY	1. Click **Mixer** at the top of the screen (or press F10) 2. Click the **S** to solo one or more instruments 3. Use the scrollbar at the bottom to access all instruments
USE THE METRONOME TO SUPPORT RHYTHM SKILLS	Click the Metronome symbol to turn on the metronome
LOOP BARS TO LEARN AURALLY AND PRACTISE ALONG	1. Select the section of the music to be looped 2. Click the Loop button to turn on the loop function 3. Click the first note of the section to be looped and press the Play button
EXPORT INDIVIDUAL INSTRUMENTAL PARTS AS SCORES AND AUDIO FILES	1. Click **Parts** at the top of the screen 2. Click **Open All** or **Open Selected** 3. Click **OK** 4. View parts by clicking the tabs 5. Click **File** -> **Export…** 6. Click the **Export to:** dropdown to select **PDF File** or **MP3 Audio/WAV Audio** (for information on types of audio files see pg. 18 of our **Digital Learning Technologies in Junior Cycle Music** booklet) 7. Tick the boxes beside the parts you wish to export 8. Click **Export…** 9. Name the file and click **Save**
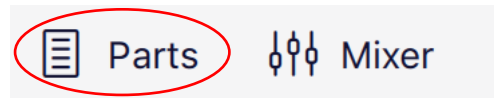
CREATE BACKING TRACKS FOR REHEARSAL AND PERFORMANCE

- Add a count-in
  1. Click on bar 1 of any instrument
  2. Right-click -> Insert Measures -> **Before selection…**
  3. Click **Instruments** (Click **View-> Instruments** if not visible)
  4. Click **Add** then click **Percussion - Unpitched** and choose **Claves**
  5. Click this symbol → then click **OK**
  6. Click on bar 1 of the Claves part
  7. Press N to enter note entry mode
  8. Press 5 to select crotchets and press A four times to input 4 notes

- Create a backing track
  1. Click **Mixer** at the top of the screen (or press F10)
  2. Click the **M** to mute any instruments that should not be included in the backing track
  3. Use the scrollbar at the bottom to access all instruments
  4. Click **File** -> **Export…**
  5. Click the **Export to:** dropdown to select **MP3 Audio/WAV Audio** (for information on types of audio files see pg. 18 of our **Digital Learning Technologies in Junior Cycle Music** booklet)
  6. Tick the box beside **Main Score** and untick all other boxes
  7. Click **Export…**
  8. Name the file and click **Save**