COMMAND REFERENCE (3) -   Staff and Insert Menus

NoteWorthy Composer
File **Edit** **View** **Staff** **Insert** **Notes** **Tools** **Window** **Help**

Staff Menu

Commands in this menu are used to create staves, delete staves and to set the properties and attributes for the active staff.

Staff	Insert	Notes	Tools
New Staff			Ctrl+A
Import Recording...			
Move Staff...			
Delete Staff			Ctrl+D
Playback Instrument...			
Mute Staff			
Staff Properties...			F2

New Staff   Ctrl + A

This command adds a new staff at the bottom of the active score.
The properties for the staff may be set through the Staff Properties command or key F2.
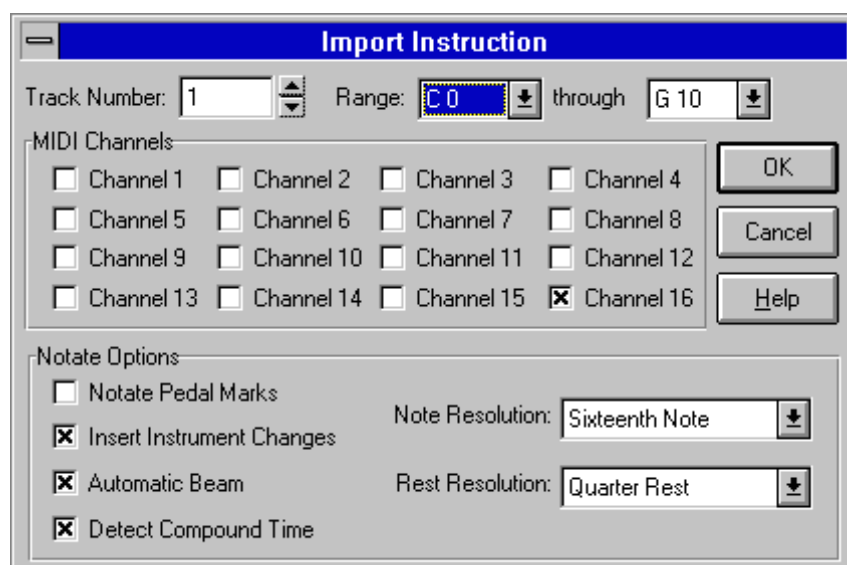If required the staff may be moved to another position in the score using the Move Staff command.

Import Recording

Use this command to import a recording that has been stored in the record buffer automatically as part of the real time recording procedure.

This command is directly relevant to the importation of a recording for which the "Buffer Only" record option has been chosen in the Tools - Options - Record dialogue box.
However, the command may be also used to import and control the resolution of recordings made under other options.

Import Instruction

Track Number: 1   Range: C 0 through G 10

MIDI Channels
- [ ] Channel 1 [ ] Channel 2 [ ] Channel 3 [ ] Channel 4
- [ ] Channel 5 [ ] Channel 6 [ ] Channel 7 [ ] Channel 8
- [ ] Channel 9 [ ] Channel 10 [ ] Channel 11 [ ] Channel 12
- [ ] Channel 13 [ ] Channel 14 [ ] Channel 15 [X] Channel 16

OK   Cancel   Help

Notate Options
- [ ] Notate Pedal Marks
- [X] Insert Instrument Changes
- [X] Automatic Beam
- [X] Detect Compound Time

Note Resolution: Sixteenth Note
Rest Resolution: Quarter Rest

- Execute Import Recording to display the Import Instruction box.
- Select the import options required.
- Click on Ok

A new staff will be created at the bottom of the active score partition.
The attributes for the imported staff may be set through the Staff Properties command (F2).

Move Staff

Use this command to move the active staff to another position in the score.

- Execute this command - the Move Staff dialogue box will appear.
- Click on the new staff position in the list displayed.
- Click on OK to exit.

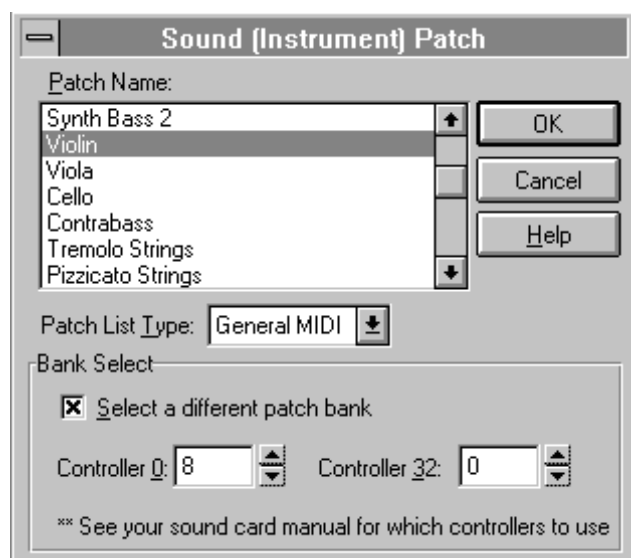The active staff will replace the staff selected in the list.

Delete Staff   Ctrl + D

This command will remove the active staff from the score. The staff may be recovered using the Undo command.

Playback Instrument

This command allows you to change the default instrument or program patch assigned to the active staff.
You can still insert instrument patches within the body of the staff to change the instrument sound during playback.

- Select the instrument patch required.
- Select the patch list type - the type selected controls how the patch names are displayed in the list.
- If your sound card or external instrument supports patch banks you can select a different bank and bank number.
- Click on OK to exit.

Mute Staff

This command is a toggle that will mute or unmute the active staff depending on the current status.

If the staff is already muted the menu item will be checked and the tool icon will be highlighted.
Executing the command on a muted staff will change the staff status to unmuted.

A muted staff will not sound during playback and the staff note events will not be included in an exported MIDI file.

4. 2

Staff Properties   F2

Executing this command displays the Staff Properties dialogue where you can set the attributes affecting the appearance and playback of the active staff.
The dialogue box is divided into three tabbed sections:-

General Properties

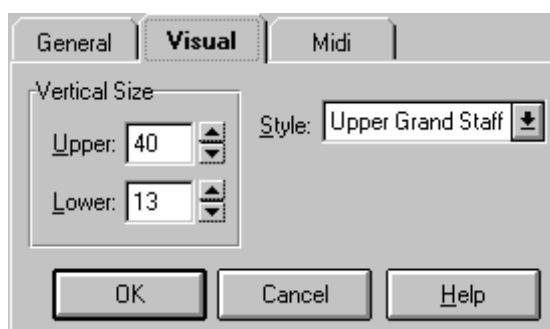In this section you can name the active staff and assign the staff to a Group.

- Enter a name for the staff - this will be the   name that will appear on the printed score and   the performance part.
- Enter or select the Group name required.
- Select another tab or click on OK to exit.

The score may be divided into sections or groups containing related staves - Rhythm, Brass, Saxes for example. The default group is the Standard group.
Each named score group can be selected and displayed as a unit through the Page Setup in the File menu.
A staff can only appear in one group but may be moved between groups from this dialogue box.

Visual Properties

This section is used to enter the properties that affect the appearance of the active staff in the display and on the printed score and parts.

- Enter the Upper and Lower sizes for the spacings above and below the staff.
  This space is required to allow for ledger lines, slurs and text notations that may be added to the notation.
  Values entered here affect the spacing of the staves in the display and on printed parts.
  Both values may need to be adjusted when trying to fit the score or part to the printed page.

The upper and lower limits of all staves may be displayed by enabling the Staff Frame in the Options/Editor dialogue box under the Tools Menu.

- Select a style for the staff .
  The available styles are :-

  * STANDARD - the staff will not have a brace at
    the far left and bar lines will not connect with
    staves above or below.

Standard

  * UPPER AND LOWER GRAND STAVE -
    the upper staff will be braced with the lower staff
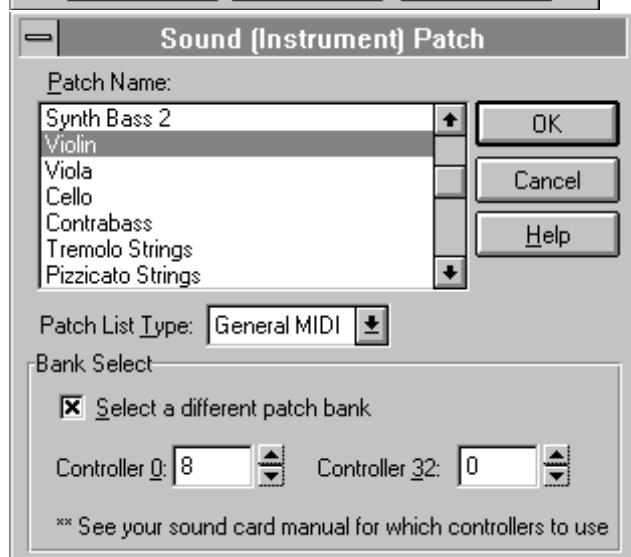   to form a grand stave.

Upper and
Lower
Grand Staff

  * ORCHESTRAL - all staves will have connected
    bar lines and a decorative corner at the start of
    each system.

Orchestral

MIDI Properties

In this section you can set the playback and MIDI file
parameters for the active staff.

- Select Mute Staff if this is required.
  Muting the staff silences the staff during
  playback and will omit the staff from a
  MIDI file export.
- Select or enter a default volume for the
    staff (0-127).
- Select or enter the staff sound stereo pan
    (0-127), a value of 64 is centred.
- Select or enter a sound transposition for
  the staff. The value entered is in semitones
  above (+) or below (-) the written pitch of
  the staff.
- Select a playback device from the arrow
  list. This must be a device, port, sound card
  or external instrument that has been
  configured for use with Windows.
- Select or enter a channel for the staff.
  There are only 16 channels available.
  In general assign similar instruments to the
  same channel. Channel 10 (in some cases
  Channel 16) is reserved for percussion
  sound.
- If you wish to change the Instrument Patch,
  click on the Change button.
  This will display the Instrument Patch
  dialogue where you can select an
  instrument sound, patch type, sound bank
  and number.

Insert Menu

The commands in this menu are used to add items to the score. These include notes, rests, barlines, dynamics, endings, clefs, key and time signatures, text and varoius other markings.

The menu also includes items affecting the playback including instrument patch changes and MIDI control items such as pitch wheel, volume and tempo variations.

Insert	Notes	Tools	Window	
Note			**Enter**	
Rest			Spacebar	
Chord Member			Ctrl+Enter	
Bar Line			Tab	
Bar Line (Decorated)...			B,b	
Clef...			C,c	
Dynamic...			D,d	
Dynamic Variance...			Y,y	
Flow Direction...			F, f	
Key Signature...			K,k	
Performance Style...			P,p	
Special Ending...			S,s	
Sustain Pedal...			U,u	
Tempo...			T,t	
Tempo Variance...			E, e	
Text...			X,x	
Time Signature...			G,g	
Instrument Patch...			I,i	
Multi-point Controller...			L,l	

Note   Enter

This command enters a note with the current duration at the insertion point within the active staff.
The Enter key is the most direct way to enter a note.
The right mouse button may also be used to select the note pitch and access this command through the mouse menu.

Rest   Spacebar

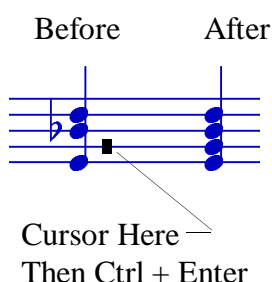Use this command to enter a rest with the current duration at the insertion point within the active staff.
The Spacebar provides the most direct way of entering a rest.
This command may also be accessed through the mouse menu by clicking the right mouse button at the insertion point.

Chord Member   Ctrl + Enter

Individual notes may be added to an *existing* note to form a chord using this command.

Before   After

Cursor Here
Then Ctrl + Enter

- Select the required note duration and any accidental using the toolbar or keyboard shortcuts.
- Position the insertion point cursor to the right of the *existing* note or chord.
- Select the pitch with the arrow keys or mouse.
- Execute this command to enter the note into the chord.

The command may be entered using this menu command, the keyboard shortcut or through the mouse menu.

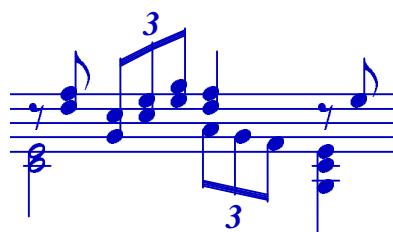**Chords, split-stem chords and multi-line staves.**

A chord is capable of supporting notes of two differing duration and/or differing stem directions.
If the new note's stem direction and note position is consistent with the note, rest, or chord to the left of the insertion point, then the new note is combined with the item to the left.
When combining notes with a previously placed rest, the stem direction tools can be used to control whether the notes appear above or below the rest.

The following rules apply to entering chords:-

1. Two notes with the same pitch but differing duration or stem direction cannot be added to the staff.
   In addition, two notes at the same vertical position but with differing accidentals cannot be added to the same chord. Use the enharmonic equivalent for one note.

2. You cannot add a third duration to an existing chord that already has two different note durations present.

3. A chord containing a rest is created by first placing the rest, and then adding one or more notes to that rest. The duration of the rest must be smaller than that of the added notes .
   The *stem direction* assigned to the rest must be different (opposite) to the notes being added.

4. A note with its stem going downward cannot be combined with a lower note which has its stem going upward. The reverse is also true.

5. It is only possible to beam, triplet, or slur the notes of the shorter duration in the chord.
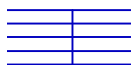
The smaller duration items are used in aligning notes on the score.The larger duration are ignored when formatting and alignment is performed.

Chord members can be added most efficiently by pressing Ctrl + Enter from the computer keyboard.

Chord members can be removed from a chord by pressing Ctrl + Backspace when the insertion point is directly to the right of the note to be removed.

> *Remember!*
>
> *A Rest has an invisible stem direction.*

Bar Line   **Tab**

Use this command to add a standard bar line at the
insertion point.
Bar lines must be added manually during note entry to the
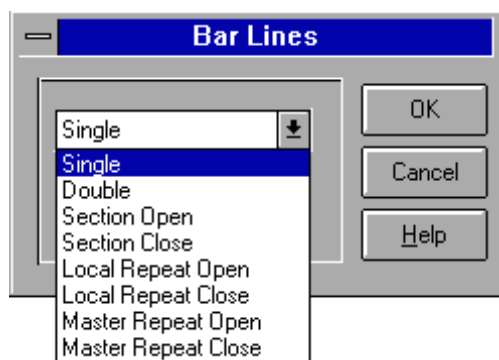end of each measure on every individual staff in the score.

If the correct durations have been entered in each staff the
bar lines should line up throughout the score.
If any bar lines are misaligned this indicates that one or
more measures contain an incorrect duration count with
respect to the time signature.
The Refresh Score command (Ctrl + F9) may sometimes
correct errors due to whole measure rests that assume a
temporary duration.

The command Audit Bar Lines in the Tools menu may be
used to add or correct bar line positions within a staff, but
this may change the rhythmic structure of the staff if
existing note durations cross a bar line position.

Bar Line Decorated   B,b

Use this command to insert various types of barlines
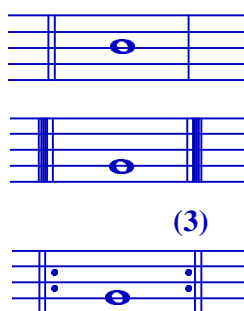and repeats.
When the command is executed the Bar Lines
dialogue box is displayed allowing you to insert one
of the following bar line types:-

Single: A standard bar line
           (see Bar Line Symbol Command).

Double: A double bar line - used to denote a
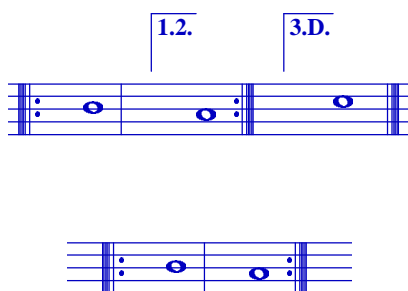   new section in the score.

Section Open/Close: Used at the beginning and end
           of a section of the score.

Local Repeat Open/Close: Repeat symbols that allow a
           section to be repeated for a specified number of
           times. When executed a dialogue box opens to
           allow the number of repeats to be selected.

           Special endings (first and second time bars) do
           not apply to local repeats, they may only be used
           with the Master Repeat bar line type.
           Local repeat loops are performed even after a D.S.
           or D.C. flow direction has been executed.

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Master Repeat Open/Close: Repeat symbols for repeating a section with Special Endings (first and second time bar style).
The Special Ending Command is used to add the required endings after inserting the Master Repeat Close symbols.
A Master Repeat Open/Close pair without a special ending will default to a two iteration repeat.
The closing repeat mark is ignored after a D.S. or D.C. flow redirection has been initiated, the Default ending (D) is taken instead.

All repeats in a score must be added to each individual staff so that play back will be compiled correctly.
The score printout will automatically display the repeat symbols at the proper position in a score system when all staves in the system have been assigned the same bar line types.

Clef   C,c

This command inserts a clef at the insertion point.
The type of clef and the octave transposition for sound playback are selected from the Clef dialogue box that appears when the command is executed.

- Select the required clef from the arrow list. Avalable clefs are Treble, Bass, Alto and Tenor.
- Select an octave shift for the sound playback if required. Choices are None, Octave Up and Octave Down.

An Octave Down shift will produce sound that is one octave below the written pitch of the staff.
This is useful for bass, guitar, bass clarinet which sound an octave lower, and also for alto and tenor saxophones written in concert score to avoid lower ledger lines.

An Octave Up shift could be used for piccolo which sounds an octave above written pitch.

If you change a clef press F9 to audit the staff and update the key signature for the new clef.

Dynamic   **D,d**

This command inserts a dynamic mark of your choice at the insertion point.

The command will display a dialogue allowing you to choose the dynamic required.These control the MIDI note on velocity and MIDI note volume with which a particular note is sounded.

The symbol is placed at the vertical position of the staff where the insertion point is currently located. You may specify another staff position in the dialogue box.

The Preserve width item will open space between notes to display the dynamic. If this item is not checked the dynamic may spill across, above or below, the following notation item.

NoteWorthy Composer Default Note Velocity	
Dynamic	*MIDI Note Velocity*
ppp	*10*
pp	*30*
p	*45*
mp	*60*
mf	*75*
f	*92*
ff	*108*
fff	*127*

Currently, the default MIDI velocities used by NoteWorthy Composer when interpreting score dynamics are as shown in the table at left.

You can override these and assign your own MIDI velocity.
If you override the velocity with a zero velocity then the dynamic will not alter the current running MIDI velocity in the staff.

By default, a dynamic does not alter the MIDI volume of the channel being utilized to play back the current staff. You can change this by overriding the MIDI volume and specify a MIDI volume of your choice.
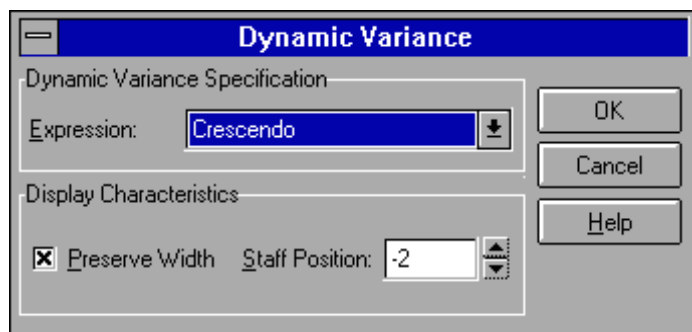If you specify a override MIDI volume value of "-1" then no MIDI volume change will be triggered.

- Select the required dynamic from the arrow list.
- Overide defaults and enter values as required.
- Choose to preserve with or not as required.
- Select a staff position for the dynamic.
- Choose to hide during printing if required.
- Click on OK to insert the dynamic mark.

Dynamics with width preserved and not preserved

The changes of a dynamic can be gradually phased in by using the Dynamic Variance command described in the following section..

Dynamic Variance   Y,y

Use this command to insert a dynamic variation mark at the insertion point.
The dynamic variation may also be reproduced during playback.

When a dynamic variance mark is encountered during MIDI play back, the staff is searched on either side for dynamic marks.
If they are found on both sides, the transition from the previous dynamic to the next dynamic is introduced gradually into the play back of the staff.
If the mark does not have a dynamic on both sides of it in the staff, it does not alter play back dynamics in any way.
This is applies to both volume and note velocities.
The dynamic variance is actually controlled by the dynamics on either side of the mark.
A crescendo will produce a decrescendo if the dynamic marks on either side indicate a decrease in volume.
Repeats and flow direction marks are ignored when determining the dynamic that follows the variance.

Only the Crescendo and Decrescendo styles exhibit the variance behavior described above.
The Diminuendo, Rinforzando, and Sforzando styles are ignored during MIDI play back.

- Select the type of dynamic variance required.
- Select to preserve width or not as required.
- Select staff position.
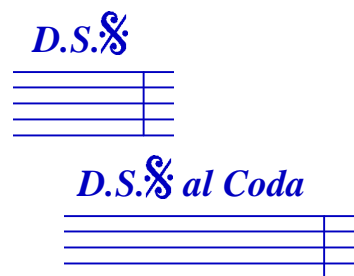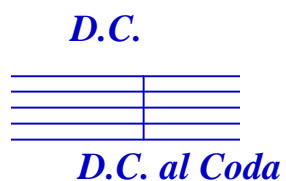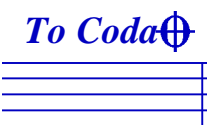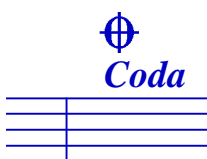- Click on Ok to insert the variance mark.

Flow Direction   F,f

This command inserts a flow direction mark at the insertion point in the active staff.
The flow control will be followed during MIDI playback.

The symbols must be added to each staff in the score partition in order to produce the desired play back result.

The symbols associated with each command are placed in the appropriate vertical position on the staff.
Several examples of repeats and flow direction marks can be found in the Samples directory (folder).

The instructions and marks supported by this command are shown at left, they include:-

Segno: This places a Segno symbol into the staff where play should resume after any Dal Segno type instruction. This marker is ignored unless a Dal Segno mark is used later in the score.

Coda: This places a Coda mark into the score to mark the location where play will resume after a To Coda instruction is performed.

To Coda: This places an instruction into the staff that tells the performer to advance to the Coda mark that appears elsewhere in the score. This instruction is ignored if neither a Da capo nor Dal Segno has been performed.

Da capo: D.C. al Coda: D.C. al Fine:
These instructions are all considered to be Da capo, or D.C. instructions. Playback will be redirected back to the beginning of the song.

Dal Segno: D.S. al Coda: D.S. al Fine:
These instructions are all considered to be Dal Segno, or D.S. instructions. Playback will be redirected back to the Segno mark placed earlier in the song.

Fine: This item is used to stop playback of a song after a Da capo or Dal Segno instruction has been performed, otherwisethis item is ignored.

Playback Restrictions:
After Dal Segno or Da Capo all master repeats will be ignored, and only default special endings marked with a D will be performed.

Master repeats are enabled after a To Coda instruction.

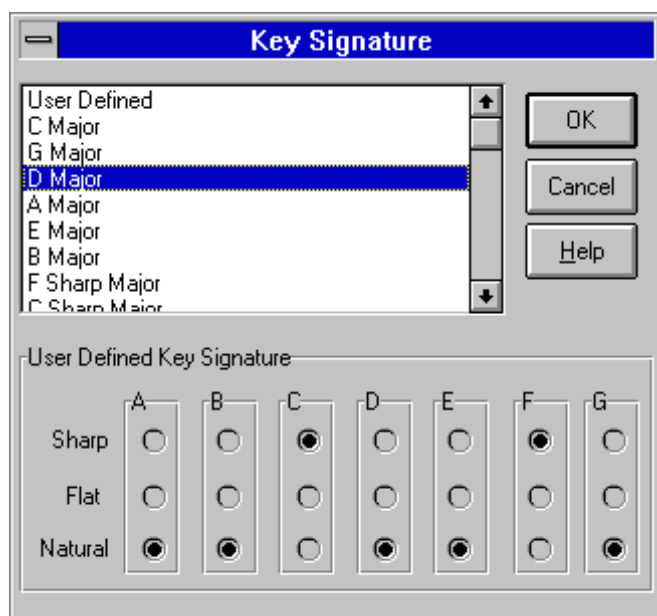Local repeats after D.C. or D.S. are performed normally.

Da Capo and Dal Segno instructions should not be mixed in the same song.

NoteWorthy Composer
Flow Direction Marks

Coda

To Coda

D.C.

D.C. al Coda

D.C. al Fine

D.S.

D.S. al Coda

D.S. al Fine

Fine

Key Signature   K,k

Use this command to insert a key signature at the
insertion point.
A dialogue box will be displayed allowing the required
key signature to be selected.

The selected key signature remains the
default, as the user defined key, until
changed.

When the key signature of an existing
section is changed, the note attributes
within the section remain unaltered.
The accidentals within the section may
be updated to reflect the new key
signature by executing a Transposition
of zero semitones.

Key signatures are not automatically
added to all staves in a score. Each staff
must be assigned the appropriate
key signature.

A key signature designating the key of C is displayed as a
single natural sign in the score editor to show that a key
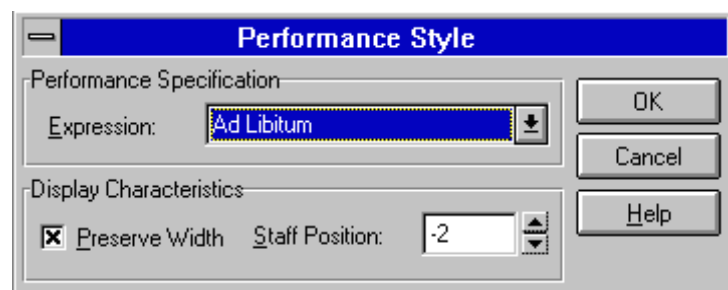signature is present in this location.
When the score is printed the natural will not appear.

A Score Refresh (F9) may be required to update the
position of a key signature after a clef change.

Quick Tip

*__Always__ enter a key
signature for C major or
A minor or transposition
will not perform as
expected.*

Performance Style   P,p

This command is used to insert a performance expression
into the staff.

You can select among many
common expressions from the
arrow list in the dialogue box.

The expressions are intended as
instructions for the performer.
Only two styles affect the
playback of the score.

Legato causes notes to be played to their full duration.
Staccato causes notes to be played at shorter duration.
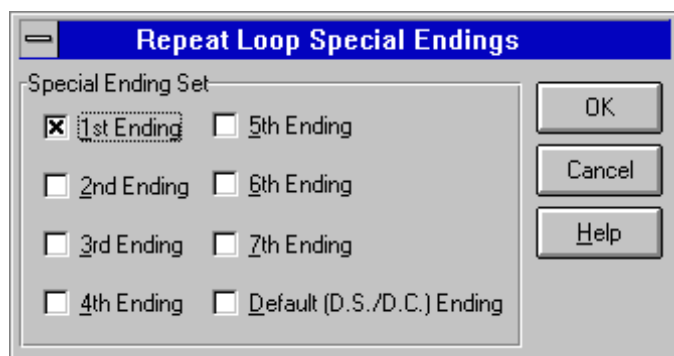All other styles change play back to the default.

Special Ending   S,s

This command is used to insert a numbered ending, such as first and second time measures, within a Master Repeat loop strucure.
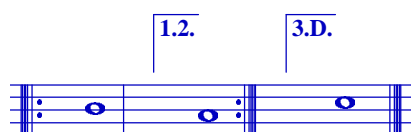Up to seven standard endings are possible.
Endings may be combined . For example; the 1st ,2nd and 3rd endings may use the same measures.

No repeats will be performed in a master repeat loop after a D.S. or D.C. instruction, the last ending, (Default D.S./D.C. Ending), is performed on the first iteration to exit the loop.

The final ending and the default ending are usually followed by a Section Close bar line to designate the end of the master repeat section.

The first ending marker must only appear once within a master repeat, it must always appear before any other special ending, and must be concluded using a Master Repeat Close bar line.
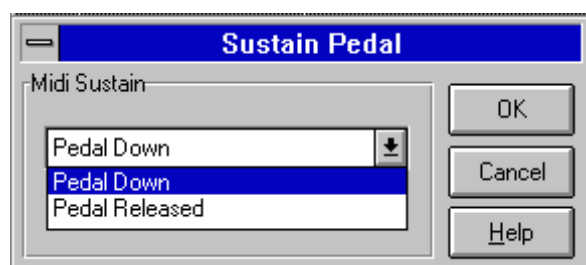A special ending may be longer than one measure, but only the first measure will contain a printed marker line.

Special endings should be added to all staves in a score partition so that playback is performed properly.
Special Endings will only appear on the top-most staff in a system when the score is printed.

Sustain Pedal   U,u

This command adds a Pedal down or Pedal released symbol at the insertion point in the active staff.

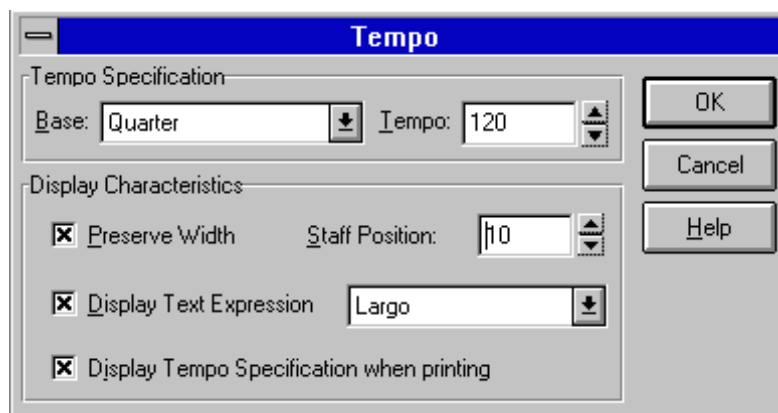The Sustain Pedal control will be echoed by the MIDI playback of the staff.

- Select the required Pedal symbol from the arrow list.
- Click on OK to enter the symbol.

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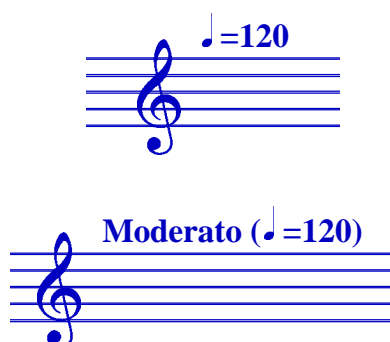## Tempo   T,t

Use this command to insert a tempo indication at
the insertion point in the active staff.

This controls the speed at
which the song will playback
and indicates the tempo to the
performer on the written part.

The tempo is designated as the
number of beats per minute of
the selected time base (note
duration) unit.

Tempo indicators should preferably be placed in only one
staff for MIDI playback purposes. However you may find
it necessary to repeat the tempo on all performance parts.
An optional text expression may be used to indicate the
tempo to a performer. This expression is ignored by MIDI
playback.
When printing the part you can elect to print both types of
tempo markers, one only or neither.
The tempo mark is always indicated in the editor, whether
it has been selected for printout or not.

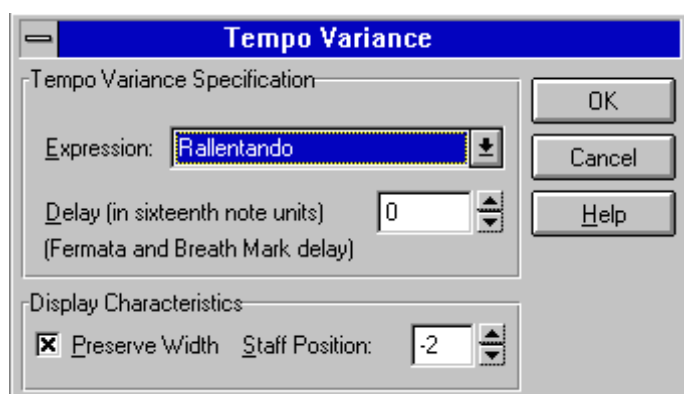## Tempo Variance   E,e

This command is used to insert a tempo variance mark at
the insertion point in the active staff.

The tempo variance will be reflected in MIDI playback.

The following tempo variance styles are supported:-

BreathMark

The breath mark is represented
graphically in the score and indicates
that the performer should take a
breath at this position.
You can optionally specify a delay(in
16th notes) which will influence the
play back of the staff.
The delay should only be specified
for one instance of the mark at any
given vertical position in the song.

Fermata

The fermata is similar to the breath mark in that it is represented graphically in the score and has a corresponding delay.

The differences are in both appearance, and how the delay is implemented. The fermata delay is designed to influence the note that immediately follows the fermata (the breath mark influences the gap between notes).

The other marks (**Accelerando, Allargando, Rallentando, Ritardando, Ritenuto, Rubato, and Stringendo**) do not use a predefined delay.

They scan on both sides of the variance event to find the presence of tempo marks.

If they are found, then the change from one tempo to the next is introduced gradually at a rate determined by the distance up to the next tempo mark.

If a tempo mark is not found either before or after the variance mark, then no change in the tempo is introduced into the play back of the staff/score.

The playback tempo variance is controlled by the tempo marks on either side of the tempo variance; <u>not</u> by the type of variance. It is possible to create a section which slows down in tempo and yet is labeled as Accelerando.

Text   **X,x**

This command may be used to enter a text expreession, performance instruction or chord symbol at the insertion point in the active staff. The text expression is ignored during MIDI playback.

If the Preserve Width option is selected the staff items to the right will move to create room for the text.
If the Preserve Width option is not enabled the text will flow across the following note or rest item and may have to be located at a vertical position above or below the item to avoid conflict.
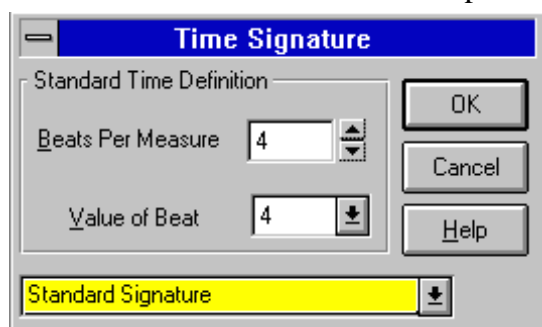
If the text width is not preserved a small non-printable marker precedes the text to allow text selection

The Staff Position and Font Style (**Bold** or *Italic*) can be selected from the dialogue box.

Time Signature   G,g

This command inserts a Time Signature at the insertion point on the active staff.

The Time Signature may be added as a standard time signature by entering or selecting the beats per measure and the note duration value for the beat in the arrow boxes in the dialogue.

Optionally, you may select a Common Time or Alla Breve symbol from the lower Arrow list.

Time Signatures must be entered (or copied) on each staff in the score.
NoteWorthy Composer does not automatically insert bar lines to conform with the time signature.
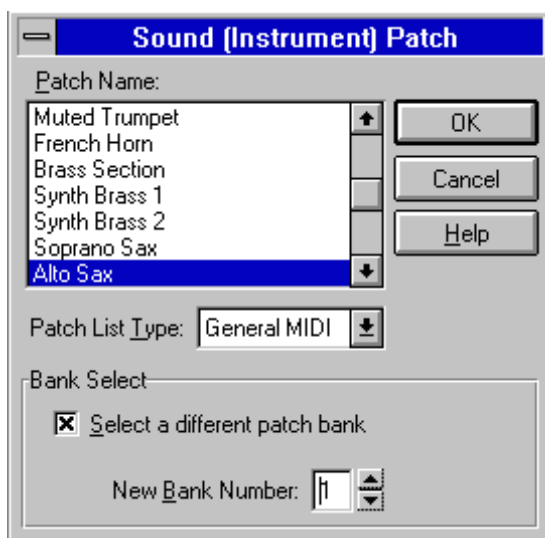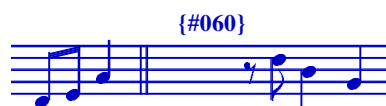Bar lines must be entered manually at the end of each measure during note entry.
However, it is possible to locate or adjust bar lines following a time signature by executing the Audit Bar Lines command from the Tools menu.

Instrument Patch   I,i

This command inserts an Instrument Patch MIDI control at the insertion point in the active staff.
Normally a staff will be dedicated to a single instrument which will be assigned to the staff throught the Staff Properties command or the Playback Instrument command in the Staff menu.

This command is provided to allow a change of instrument sound at a pre-defined point in the score during MIDI playback.
For example:- A trumpet changing from open to muted style in one section of the song.

The dialogue box displayed by this command is identical to the Playback Instrument dialogue described on page 11.?

- Select the Instument Patch type.
- Select the required Instrument Patch
- If supported by your sound device - Select a different patch bank number if required.

Multi Point Controller   L,I

This command enables MIDI controller and tempo changes to be inserted into the song during play back. The changes can either by absolute changes, or the item can be instructed to gradually produce the change (Linear Sweep).

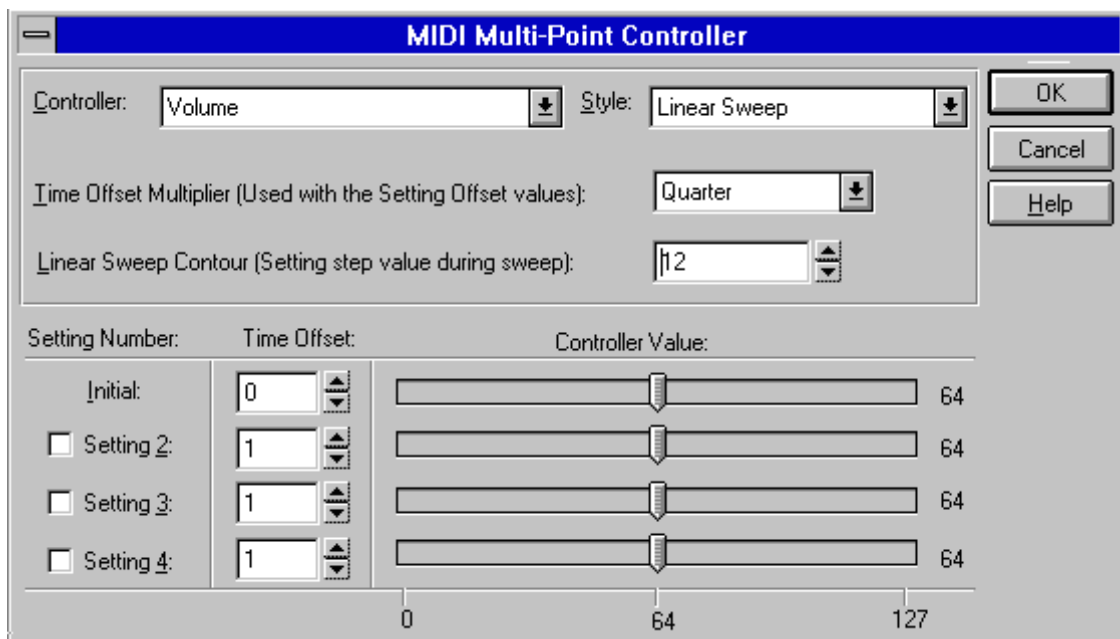This symbol can be used for sophisticated control over the performance of the song. For example, it can be used to:

- fade a part in or out during a song
- gradually speed up or slow down a selection
- change the pitch of a sustained note (pitch bends, and scoops)

The notation item produced from this command can only be seen from within the score editor. The display associated with this command does not get printed. This item can be changed using the Edit Selection command.

{mpc}

When this command is invoked, the MIDI Controller Specification dialog is presented. It contains the following information:

MIDI Controller Specification

Controller: This is where the type of MIDI controller to be implemented.

The dialogue box is similar for all types of multi-point controller.

The controller values differ according to type.

You can chose from:

TEMPO   Controls the speed of the performance.

VOLUME   Controls the loudness of the performance.

STEREO PAN
Controls the perceived stereo location of the sound.

BREATH CONTROL
For instruments which support it, this controls the parameter designed to simulate wind flow into the instrument

PITCH BEND
Useful when used to change the pitch of a sustained note, produce falloffs or scoops. Always return the last control point to zero.

Style:
You can set up to 4 control points with different values for the controller you specify.
This field allows you to specify the algorithm that will be used to interpret the control points.

Absolute
Only the specific values will be performed.

Linear Sweep
Changes between the control points will be changed gradually over the time specified

Time Offset Multiplier:
The numeric values that you place into the Time Offset field for each control point are relative times.
They are converted to absolute musical intervals by multiplying them by the time offset multiplier specified here.

Linear Sweep Contour:
This field can be used to control how dense a series of control changes will be when the Linear Sweep control change style.
The larger the value you use, the fewer actual control changes will be used during the linear control sweep.
This is most useful for pitch bends, as a very large number of control changes are possible when sweeping the pitch over its full range, thus overflowing the MIDI data stream.

Control Point Settings:
The lower area of the dialog is where you actually can define up to four control points.
The first point is automatically enabled, so there is not an enabling checkbox.
The other three points have a checkbox which you use to enable the corresponding control point.

Time Offset:
The time offset for each control point gets multiplied by the Time Offset Multiplier field and then added to the current song position.
This is how you specify when the control point should be initiated.
Each control point's time offset is added to the previous control point's event time.
This means that Setting 3 will always occur sometime after Setting 2, and so on.
The time offsets do not change when particular notes are played that follow after the controller item in the staff, so one controller item can influence a series of note events.

Controller Value: The scroll bars next to each setting control the value associated with that control point. The range of the control point varies with the type of controller that has been specified.

Special Note:
Inserting a Multi-point Controller that contains control points that are scheduled at time offset well beyond the current beat can significantly add to the hesitation time between when you request play and actually hear the song start to play back.

Notes

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