

Playing a Song



To play a song, just use the **File/Open** menu selection, and then **File/Play**. Just follow the highlighted words to sing along. Before playing, you can use **File/Config** to change the speed, or **Setup/Transpose** to change the pitch up or down.


Creating a New Song

To create a song, select **File/New**, and then use the **Draw** menu to select appropriate music symbols. Select **Setup/Sound** from the menu to check or uncheck sound. When checked, each note plays when clicked or moved to help you find the correct pitch. **Draw/Text/SING** places lyrics with the notes. Place the beginning of each word under the note it goes with and playback will automatically synchronize everything.

To reposition or resize an existing symbol, just click and drag. To a highlighted symbol, either right-click while holding down the left button, press the **Delete** key, or use the **Edit/Delete** menu option. The Easy Entry section has more information, including hints for beginners. Read all the “Menus” sections (from the “Contents” tab) for details on each menu option.

Easy Entry

Several special features can help you enter new songs easily, even if you're inexperienced with music notation. Begin by selecting **Draw/Time** from the menu. If your song is in 3 (waltz-like beat, "Silent Night", "Where Has My Little Dog Gone", etc.) click on . Otherwise, click on .

. Some songs, such as "Row, Row, Row Your Boat" with beats (taps of your foot) subdivided into 3 (the "merrily, merrily, merrily, merrily" part), require

. Now place the cursor just to the right of the



, and click to place your selected time signature.

Now select **Draw/Bars** and select the leftmost single bar. Click on the staff (the 5 lines) at about the 1/3 point, about the 2/3 point and at the right edge to divide the staff into three equal sections called measures or bars. Before releasing the left button, you can slide the bar line horizontally for precise positioning, or use the arrow keys while it's highlighted. If you want to reposition the bar lines or time signature, just click and drag.


Note Grid

Now select **Setup/Note Grid/Eighth Note Grid** and click **OK**. You should see blue bars dividing all 3 measures into equal intervals. Now sing, or just think your song and tap your foot. Every two blue lines probably represent one tap of your foot, but this depends on the song and how you decide when to tap. Now place the cursor over the leftmost blue line. If the first note of your song lasts one tap of your foot (2 blue lines) press **2**. Move to the 3rd blue line. If the next note lasts 2 taps (4 blue lines) press **4**. You can continue moving the cursor and pressing either **1**, **2**, **3**, **4**, **6**, or **8** depending on how many blue lines (half a tap of your foot) you want each note to last. It might help to slow down the song and tap twice as fast so each blue line represents one double-speed tap. You don't have to align notes on the blue lines, but it can be a helpful visual aid. Continue placing notes until you get to the end of the staff.

Some songs (like "The Ants Go Marching One by One", or "Happy Birthday") start a little before the first measure with a pickup of one or more notes. The last measure will be shortened by the length of the pickup.

Starting Note

Now you can go back and set the pitch of each note. Select **Setup/Sound** (if it's not already checked), which will play each note as you click on it or move it. Click on the first note and drag it up or down to change the pitch, or use the arrow keys after highlighting the note by clicking on it. If your song begins and ends on the same pitch,

try starting on middle C: . If your song begins on a higher pitch (like "London Bridge is Falling Down"), or lower pitch ("Happy Birthday"), try G:



. If G seems too high (like "Mary Had a Little Lamb"), try E (the line between C and G). Some songs are in a minor key and may start on A or E.

If you just want to reposition a note but keep the pitch the same, press **F8** (or select

Edit/Move) to lock the pitch but allow horizontal movement. Press **F7** (or select **Edit/Resize**) to change the pitch

When the first staff is complete, use **File/Play** to check it, then select **Draw/Staff** to add more. You can always delete any leftover staves after you're done. If you can't seem to find the correct pitches, make the last note middle C and work backwards. You can't just begin randomly on any pitch and have your song work out without also making other changes. If you're not comfortable with music notation and the concept of keys and key signatures, try to end on C. You can change the starting pitch later with **Setup/Transpose**.

Adding Words

When the notes are correct, use **Draw/Text/SING** to add the words. Click under the first note, type the first word or syllable, then press **Tab** to advance to the next note.

If the words don't fit because the notes are too close together, select **Draw/Staff/block** (the dashed-line box) to move or resize a group of notes. Click at the upper left of the area you want to resize and drag the lower right corner of the box. Once you release the mouse button, you can then click on the lower right corner and drag left or right to resize the contents of the box. Press **F8** (or select **Edit/Move**) to move the box without resizing. Press **F7** (or select **Edit/Resize**) to resize.

For additional help, read the sections on [Music Notation](#) and [More Information](#), or check with someone more experienced.

Don't forget to use **File/Save as** when you're done. If you post your songs on the Internet, use the message board at <http://music.canzona.com> to let others know what they are and where to find them.

The notes in the middle of the staves are both middle C which is also in the middle of a standard 88-key piano keyboard. Use of clefs extends the pitch range substantially as middle C is below the treble clef staff, but above the bass clef staff.

Major and Minor Scales

A scale spans 8 notes and covers a total range of an octave. The scale you probably hear most is called a major scale. You can play a major scale by starting on middle C and playing 8 consecutive notes up or down. On a piano keyboard, you'd play only the white keys. If you start on A and play all white keys (no sharps or flats), you get a minor scale ("When Johnny Comes Marching Home", "The Ants Go Marching"), which usually sounds a bit sad. Although most songs you're likely to hear are either major or minor, a few songs ("What Do We Do with a Drunken Sailor") are neither and have special names like dorian mode.

Accidentals

Adding accidentals to a note with **Draw/Accidentals** raises or lowers the pitch slightly and corresponds to the black keys on a piano keyboard. If you use **Setup/Transpose**, you'll see sharps or flats added or removed as you change the pitch up or down. This changes the key of your song, moving all the pitches up or down while maintaining the relationship of the scale. A sharp (#) raises the pitch slightly higher, while a flat (b) lowers the pitch slightly. This small interval is called a semitone, and is the smallest interval used in a major or minor scale.

Transposing

Setup/Transpose allows changing the pitch up or down by up to 12 semitones, which is one octave. Even though there are 8 notes in an octave, there are only 12 semitones because the interval from B-C and E-F is already a semitone, so there's nothing in between.

If you look at a piano keyboard, there are black keys between most white keys, but none between B-C or E-F. A semitone is also called a half step, and an interval of 2 half steps is called a whole step. When you play a major scale starting on C you play a pattern of whole steps and half steps. C-D is a whole step with C# or Db in between, D-E is a whole step with D# or Eb in between, E-F is a half step, F-G is a whole step with F# or Gb in between, G-A is a whole step with G# or Ab in between, A-B is a whole step with A# or Bb in between, and B-C is a half step.

Now try starting on A. A-B is a whole step (like C-D starting on C). In a major scale, the next interval should be another whole step (like D-E starting on C), but B-C is only a half step, so you would have to play C#, raising the C by a half step and making B-C# a whole step. C-D is a whole step, but C#-D is only a half step which is what's required for a major scale (like E-F starting on C). You would also have to play F# and G# to maintain the pattern.

The File menu

New – Clear the current file and start a new one.

Open – Clear the current file and load a file from disk.

Save – Save the current file using the name in the title bar above the menu.

Save as – Save the current file using a new name. You should use **Save as** with new files unless you want to save using the default “NoName”.

Play – Play the file. Make sure your speakers are on and the volume is properly adjusted.

Stop Playback – Stop playing. Selecting **Play** again restarts from the beginning.

Songbook – Copy all text and lyrics to the Windows clipboard for pasting into your favorite word processing program to create a songbook.

Config – Set playback speed in quarter notes per minute. “100” is often a good starting point.

Print – Print the score.

Exit – Leave the program.

The Edit menu

The **Copy**, **Cut** and **Paste** options apply to blocks marked with the **Draw/Staff/block** menu selection. You can select several blocks marked at one time. The active block uses solid lines, while inactive blocks are drawn with dashed lines. They don't work with the Windows clipboard so you can't use them to transfer anything to or from other programs.

The **Normal**, **Move** and **Resize** options control resizing or repositioning of the selected symbol.

Copy – Copy the marked block for pasting later.

Cut – Clear the marked block and save the contents for pasting later.

Paste – Paste the contents of a previously copied or cut block into the selected block.

Delete – Delete the currently selected symbol. Use this to delete text as the **Delete** key deletes the current character during editing.

Remove Blocks erases all block markers, but doesn't alter the contents.

Normal – Move or resize the symbol depending on the symbol's normal default behavior. Notes, rests and text are normally moved. Beams, slurs and block markers are normally resized.

Move – Move the symbol. Many symbols can only be moved horizontally so notes keep their original pitch.

Resize – Resize the symbol if it can be resized, and allows changing the pitch of notes.

The Draw menu

A left click selects or inserts the symbol indicated by the **Draw** menu and toolbar selection. When you click on an existing symbol for repositioning and other symbols overlap, the current **Draw** menu selection gets top priority. By selecting the appropriate symbol from the toolbar, you can choose between notes, beams, staves and other symbols.

Notes – Select notes, dots, beams, and slurs/ties. Dots attach to notes or rests, and the two then move as a unit. To remove the dot or double dot, just delete it, leaving the original note or rest. To beam notes together, choose the beam tool, left-click on the leftmost note head, drag the beam up or down to the desired vertical position, then drag right through all the notes you want to connect. To remove the beam, delete it.

Rests – Select rests.

Bars – Select bar lines.

Text – Select text. **Text** is used for titles, notes, etc. Each text item can have its own font. **Sing** enters song lyrics, which are highlighted during playback. All lyrics use the same font. Select the font with **Setup/Draw** while the appropriate **Text** item is selected.

Accidentals – Add sharps, flats or naturals to notes. Once you attach an accidental to a note, they move as a unit. To remove the accidental, just delete it. The original note remains.

Staff – Add a new staff or select a block marker for cutting, copying or pasting. New staves automatically use the clef and key signature of the last staff added. To change the clef or key signature, just select the new clef or key signature from the **Draw** menu and click on the current clef. If you want to select an existing staff for repositioning, select **Draw/Staff** first, then click on the staff you want to move. To use a block marker, just click where you want the upper left corner of the block to start, and drag the lower right corner until the block surrounds all the symbols you want to move or scale. You can have multiple block markers, but only one is active at a time. The others are drawn with dashed lines. To make a block active, just click on the lower right corner.

Edit/Move or **F8** moves the block and its contents horizontally. **Edit/Resize** or **F7** shrinks or grows the block. To remove the block markers, just delete them. You have to release the mouse button before changing the **Move** or **Resize** selection.

Clefs – Change the clef or key signature.

Time – Add a time signature

None – Select items but doesn't insert a new item if there isn't an existing item to select.

The Format menu

Lyrics – Align lyrics. All lyric text from the highlighted text to the end of the staff is vertically aligned. This is especially useful after transposing.

The Setup menu

Draw – Setup the currently selected drawing symbol. Most symbols don't have any setup options, but you can select the font for the text items.

Sound – Toggle sound on and off. When sound is checked, each note plays briefly as you click on it or change the pitch.

Transpose – Transpose the entire file up or down. You can realign lyrics with **Format/Lyrics**.

Grid – Note entry grid. The grid only appears between bar lines. To clear the grid, select **No Grid**. For more information see the **Easy Entry** section.

Keyboard Shortcuts

F1 - Help

F7 – This key is the same as the **Edit/Resize** menu selection.

F8 – This key is the same as the **Edit/Move** menu selection.

Tab – Pressing **Tab** during **Text/Sing** entry starts a new word and advances to the next note position, or if there is no next note, past the current word.

Esc – Deselects everything and clears any highlighting.

Arrow keys – Use the arrow keys to move the highlighted symbol.

1-9 – These keys provide a shortcut for note entry by placing a note at the mouse position. With **Setup/Note Grid** active, the numbers keys specify the number of blue lines that the note should last. Without the note grid, the numbers represent actual rhythmic values: 1=whole note, 2=half note, 4=quarter note, 6=sixteenth note, 8=eighth note.

Getting More Help and Locating Music Files

Visit the message board at <http://www.canzona.com/music> for additional help and for links to music files. Specific questions are most likely to be answered and generally get the most helpful answers. Mention the specific part of the help file you don't understand, or mention a word or phrase you tried to find in the help file but couldn't. If you're having trouble doing something, mention exactly what result you want and how you tried to get that result. If the music file is available on the internet or by e-mail, mention that too.

You can also leave a message telling others where to find your songs.

