MUSICTIME
Quick Tutorial

Please Note: This demo will not print or save files.

Creating a new score in MusicTime can be done in whatever fashion is easiest for you.

-> You can define a new score and use your mouse to enter notes directly onto a staff as if you were using pen and paper.
-> Connect a MIDI Keyboard or any other MIDI Controller and record onto a staff in real time. MusicTime will translate your performance into sheet music for you.
-> MIDI Files can be opened and translated into sheet music automatically.
-> A MIDI keyboard can be used to step enter notes one at a time if you feel more comfortable with that approach.
-> If you don't have a MIDI keyboard, you can use MusicTime's QWERTY keyboard display to enter notes as well.

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Using A Mouse To Enter Notes

One of the easiest ways to create sheet music with MusicTime is to use your mouse as if it was a pen and enter notes directly onto a blank score. When you first start the MusicTime demo you will be presented with a blank score and a palette located at left side the screen with a selection of notes and rests.

To begin entering notes click on the desired note or rest duration in the palette and then move the cursor onto a blank staff. As soon as your cursor is located over the score the pointer will change to display the same note or rest you selected. Click once with the mouse to enter a note or rest into your score.

Notes are entered onto the staff line or space where you click. Rests are placed either above, below or within the staff lines depending on where you click and can be adjusted further after they are entered.

A shortcut is provided for changing durations that can greatly speed up the process of using the mouse to enter notation. Use the number keys on your computer keyboard for selecting durations and the letter "r" to toggle between a rest or a note.

Example: 1= whole note, 2= half note, 3= quarter note, etc.
"R" will select either a whole note rest or a whole note, etc.

If you select a group of notes and then use a number to select a new duration, the selected notes will change to the newly selected duration. When

you have completed the duration changes for a section, finalize the changes by selecting the area and using the "Align Spacing" and "Align Playback" commands (Measures menu). This will recalculate the spacing and playback for the edited section.

MIDI Note Preview

Hold down the right mouse button and click in a staff to audition the playback for that staff.

Adding Accidentals

Enter the note and then select the accidental from the palette. The cursor will change to the selected accidental when placed over the score. Click directly on the note head to add or remove an accidental.

The shortcut to selecting accidentals is using the letters "s" and "f" to select sharps and flats. Shift + "s" and Shift + "f" will select double sharps or double flats.

You can add the same accidental to several notes at once by selecting those notes first and then using the shortcut letter to modify the selected notes.

If your changes to the measure affect the way other notes are spelled, MusicTime will automatically add or remove the correct accidentals for you.

Adding Reminder Accidentals

A traditional reminder accidental can be added to any note by clicking on the parenthesis icon in the Notes palette before selecting an accidental and clicking on the note head. This will add the accidental to the note with a parenthesis around the accidental.

To add a reminder accidental to a note without the parenthesis, hold down [control] while clicking on the note with the desired accidental. MusicTime's default behavior prevents redundant accidentals from occuring but the control key "forces" an accidental to be attached to a note regardless of any previous note spellings in the measure.

As notes are entered into a measure the "Auto Space" function will automatically space the notes for you. The Auto Space function can be found in the Setup Menu and will have a check mark next to it when it is enabled. As a measure is filled, the AutoSpace function will continue to adjust the spacing until the measure is complete. If you wish to space the notes yourself, you can do so by turning Auto Space off.

Chords are easily entered by clicking above or below an existing note on the staff. When notes are entered with the mouse along the same vertical alignment a chord is created automatically.

Adding Marks

Click directly on a note head to attach a mark above a note. Hold down [Control] while adding a mark to place it below the note.

To adjust the vertical position of a mark hold down [Shift] and click with the selected mark on the note head again. Each click will raise the mark.

Hold down [Shift] and [Control] to adjust the positioning of marks placed beneath a note.

When marks being adjusted reach their maximum adjustment they will return to their original starting position.

Removing Marks

To remove a mark, click on the note head again with the same mark selected.

More information concerning the use of the mouse to edit your score can be found later in this tutorial.

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Recording From A MIDI Keyboard In Real Time

If you want to record in real time, make sure you have a MIDI Keyboard or other controller device connected to a working MIDI Interface. You can start recording from any measure in the score by first clicking with the arrow pointer within the desired measure. From the toolbar, click the Record button (or press the Enter key). After the count-in, record directly into MusicTime by playing your MIDI instrument. Click the Stop button (or press the Space bar) to stop recording.

MusicTime's default settings will automatically split notes below C3 to the staff below the one you select to record to. If you wish to change this "split point" or disable the split entirely, you can do so by opening the "Record Options" dialog from the Setup menu.

MusicTime will automatically "Guess and Beam" what is recorded in real time as long as the "Auto Guess/Beam" item is enabled in the Setup menu. MusicTime uses the "Transcription Options" dialog (also found in the Setup menu) to determine how to "guess" or transcribe both real time and imported

MIDI Files.

To play the score: Press "a" on your computer to get the arrow pointer. Click the arrow pointer on the first bar of the score. Press the space bar or click the Play button on the toolbar. The default settings in the Staff Sheet will play your recorded music back on MIDI Channel 1. To select a different MIDI Channel and for other playback settings, open the Staff Sheet from the Windows menu (you can also open the Staff Sheet using [control] + "L").

There is more information about the Staff Sheet later in this file.

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Importing A Master Tracks Pro, MIDI WorkShop or MIDI File

MusicTime can translate Master Tracks Pro, MIDI Workshop, and MIDI files into sheet music automatically. An example MIDI file is included with this demo to illustrate how easy this is.

Select Open from the MusicTime File menu. Locate the BACH.MID File from the Songs directory inside MUZKDEMO directory. When "Auto Guess/Beam" is enabled, MusicTime will automatically guess the note durations and beam the notes for imported MIDI or Passport MIDI sequencer files.

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Using A MIDI Keyboard to Enter Notes In Step Time

To insert notes with a MIDI keyboard in step time: Press "a" or click on the arrow icon. Click on a blank measure in the score where you want to insert the first note. Select a note duration from the Notes palette. Play either single notes or chords, one at a time, on your MIDI controller. Changing durations and selecting rests is the same as described for mouse entry. You can use the letter and number shortcuts on your computer keyboard to speed up the entry process.

Using The QWERTY Keyboard To Enter Notes

To play notes from the Computer(QWERTY) Keyboard: Select the Keyboard Window from the Windows Menu. Check the QWERTY input box. You can now play your computer keyboard as an instrument. Use the letters on your keyboard from (A) to (') to play. Drag the keyboard icon or use the '+' and '-' keys to change the octave range.

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The Staff Sheet

The Staff Sheet is used to arrange the displayed order for staves in your score and to assign MIDI Channels, Instruments (program changes) and Volume settings for each staff. If you are using MIDI you will need to use the Staff Sheet to configure your scores to play correctly.

In many scores, each staff will be used for one instrument. You will need to assign a different MIDI Channel and Port for each instrument. Using a unique MIDI channel and port allows synthesizers and soundcards to play several instruments at the same time. There are a total of 16 different MIDI channels but MusicTime can support two "ports" of these MIDI channels (A and B) for 32 MIDI channels with the correct hardware. This means you can use MIDI to interpret your scores with as many as 32 different instruments at the same time!

Selecting MIDI Channels

Pull down the Windows menu and select "Staff Sheet", (or press Control + L) to open the Staff Sheet. Click on the box below "Chan" (A1 is the default). You'll see the "Choose Channel/Port" dialog box.

The Choose Channel and Port dialog uses four faders to display the channel selections for each of the four voices in MusicTime. There are also selections for using either port "A" or port "B".

There is more information about voices further on in this tutorial.

Note: Although the number of selections for MIDI channels on each staff can look overwhelming, the majority of the time you will only be selecting one MIDI Channel for all four voices.

Selecting a Program Name

In addition to selecting a MIDI Channel for each new instrument, you will need to select the correct program message to send to your synthesizer or soundcard for that instrument to play. The Program Name area in the Staff Sheet can appear as either a single column with the heading "Prg" or as an expanded column display showing full names. To change the display, click on the heading. In either case, the message that selects the instrument sound is a "program change" number and the correct number to select will depend on the soundcard or synthesizer you are using.

To select the instrument message to send for a staff, click in the "Prg" or Program Name column for the desired staff. As MusicTime includes many standard synthesizers as well as a General MIDI instrument description, you will probably find it easier to use the expanded "Program Name" field when selecting different instruments.

The Choose Instrument Dialog

The Choose Instrument dialogue defaults to a display of "Generic" selections which are simply the 128 numbers MIDI uses for program change messages. Click on the "Device" button to produce a drop down list box containing the default devices included with MusicTime. If your device is listed you can change the display by selecting the name from the list. If your synthesizer is not listed you might consider selecting "General MIDI" as most soundcards and many synthesizers use the instruments definitions found in the General MIDI device list. If the synthesizer or soundcard you are using is not listed or has different sounds than are indicated, don't worry, you can edit and create your own descriptions to personalize your copy of MusicTime.

Experimenting With Different Instruments

You can audition different sounds while your music is playing. Before opening the Program Name dialog, start your score playing using either the space bar or by clicking on the Play icon in the score. You can then open the Program Name dialog and select different instrument sounds by clicking in the various name fields. Every time you select a new instrument name, MusicTime will send a new program message to your sound device and the staff will use the new selection. When a score is started from the beginning, before playing the first few notes, the Staff Sheet selections for Program Name and Volume are sent.

Setting Volume For a Staff

To the right of the Program Name column in the Staff Sheet there is a column for selecting a volume for each staff. The Volume display is similar to the Program Name display and can appear either as a column of numbers or expanded into a series of graphic faders. To change the appearence of the volume display click on the heading of "Vol" or "Volume".

Editing Notes In Your Score

Notes and graphics in MusicTime have a "control point" you can grab with the arrow tool. You can also select a control point and use a keyboard "nudge" operation to move an object.

Using the Arrow Tool to Move Notes and Rests

Click on a note head to move a note. Notes can be moved either up and down or left and right. Your first movement when you drag with your mouse determines what type of edit you are performing. Dragging notes can be undone. Rests behave the same as notes and can be moved by clicking towards the base of the rest indication.

Moving a Barline

Click on a barline where it meets the top of the staff and drag it to change the size of a measure.

"Flowing Measures"

An important shortcut in MusicTime is the ability to "flow" measures to and from a system. Use the bracket keys, "[" and "]" to flow measures. First select the arrow cursor and place it in the first measure of a system. Use the right bracket key to move measures from the next system onto the one you selected. Use the left bracket key to move measures from the system you are on to the next system. This shortcut lets you make some very quick layout adjustments.

Moving a Staff

Click in the upper left corner of a staff and drag to move or indent it.

Holding down [control] while adjusting a staff affects the positions of all the following staves. By using the [control] key it is possible to make global adjustments quickly affecting the spacing of both staves and systems. When holding down [control] and moving a staff apart from another staff in a system, all the remaining systems will be spaced identically. If you hold down [control] while moving the top staff in a system further apart from the system above, all the remaining systems will be spaced accordingly.

Using Nudge

To nudge a note, chord, rest or graphic, first use the arrow tool to select the item (click and drag from a blank area around the object you are selecting until a black rectangle surrounds the object and the object is drawn inverted). You can select "Nudge" from the Edit menu but the shortcuts are easier to use and are as follows:

Up: (Control =) Hold the Control key and press the equal key.
Down: (Control -) Hold the Control key and press the minus key.
Right: (Control]) Hold the Control key and press the left bracket.
Left: (Control [ ) Hold the Control key and press the right bracket.

You can nudge several times in the same direction by simply holding down [control] and tapping the desired shortcut from above. Notes will change pitch and spelling when nudging up and down. The graphics palette has tools for adding text and guitar chord symbols. If you select these and use a nudge up or down command, the chord will be transposed.

Editing Beams

Changing the Height of a Beam

You can use the arrow tool to quickly adjust the height or angle of beamed groups. To adjust the height of a beam, click the arrow pointer on the center of any beam and drag up or down to change the height. If you drag the beam through the notes the stem directions will adjust automatically.

Changing the Angle of a Beam

To adjust the angle of a beam, click the pointer on either the left or right corner of beam and drag the corner until the beam is at the angle you want.

The Graphics Palette

The Graphics palette holds the tools for adding text, lyrics, chords and more. You can open the Graphics palette from the Windows menu or click on the upper corner of the Notes palette to "cycle" to the next unopened palette.

The Lyrics Tool - "L"

Click on the "L" in the Graphics palette to select the Lyrics tool. In your score, click on the note head of the first note where you wish to begin adding lyrics. A blinking cursor will appear below the note. An arrow placed in the outer page margin allows you to adjust the vertical placement for each lyric of the possible four lyric lines. To attach lyrics, simply type each word or syllable using the tab key to advance to the next note.

Adding Additional Lyric Lines

To add a second line of lyrics, use the voice pop-up menu in the top left of the toolbar. In lyrics mode, voices 2 through 4 are used for adding additional lines of lyrics.

Changing the Font and Style for Lyrics

To change the font used for lyrics, use the Font Selection pop-up menu from under the Setup menu.

The Text Tool - "T"

Text in MusicTime can be used for everything from an abreviated "rit." to additional lyric verses. When you need to add text to your score you create a "text box" into which you add the text you want. Text boxes attach to the closest measure to keep them from drifting if you reformat your score.

To enter some text in MusicTime, click on the "T" in the Graphics palette to select the Text tool. Click in the score to define a "text box". You can define the text boxes width by clicking and dragging on the lower right corner where there is a control handle. Enter text, using returns for new lines. MusicTime will word-wrap lines that exceed the box width but you can redefine the text box at any time. When you exit the text box (click on the arrow tool) you can adjust the text position by clicking and dragging on the text from the center.

Changing Font and Styles in Text Boxes

When you select the Text tool the Notes menu is replaced with the Text menu. To change the font for previously entered text first select the text tool and click within the text to begin editing. The Notes menu will change to the Text menu and you can select a new font and style for the text being edited.

The Chord Tools - "C" and "G"

The "C" icon on the graphics palette is for adding chord symbols using text only. The "G" icon lets you add guitar fret chord symbols to the score.

Adding a Chord Symbol

Select either the "C" or "G" tool from the Graphics palette. Click above the staff where you want to add a chord indication. The Choose Chord dialog will open where you can select a chord. An arrow to the left of the staff can be used to change the vertical position for a chords above a staff. Additional voices can be used when different vertical positions are required.

Clicking on a note head with the chord tool will open the Choose Chord dialog with the spelling of the note you clicked on. If you are entering in a repetitive sequence of chords you can copy chords along a staff by holding down [control] while dragging the chord left or right. Chords are automatically transposed along with measures and staves and can be copied and pasted along with measures.

Slurs in MusicTime

Each slur has three control points. Once a slur has been created you can can simply drag the control points to change the shape of the slur.

Using the Pencil and Slur Tool to Create a Slur

To use the mouse to enter a slur, first open the Graphics palette from the Windows menu. Select the slur tool towards the lower left corner of the palette, by clicking on it. Click in your score three times to define the three control

points: once where you want the left end of the slur, once in the center, and once at the right end of the slur.

Drawing a Slur with the Slur Tool

You can also "draw" a slur by holding down [shift] and clicking and dragging with the slur tool. A line will be drawn to indicate the slur being drawn. This need not be exact as MusicTime will create a smooth slur for you when you release.

Editing Slurs

You can edit the slur by clicking and dragging the control points on the slur with the arrow pointer.

TIP : To turn control Points on or off use [control] + ' (control plus apostrophe). You can also turn control points on or off from within the Show/Hide dialog.

Selection Editing

You can edit in MusicTime by selecting items, then use the menu commands to alter them. Standard click and drag operations should only be used when isolated notes need to be selected. For selecting entire measures or staves there are shortcuts that ensure the proper measure ranges are accounted for.

-> Select a measure by double-clicking on any blank spot in that measure.
-> Select an entire staff line by clicking once in the margin to the left of the staff.
-> Select an entire staff to the end of the score by double-clicking in the margin to the left of the staff.
-> Add measures to a selection by holding the shift key while double clicking additional measures.
-> Select a range of notes by clicking and holding on a blank spot in the score, and then dragging a rectangle around the group of notes.
-> Select several discontinuous areas by holding [Shift] as you select additional regions.
-> Select one or more individual notes by holding [Shift] and clicking on the note heads.

After you make a selection, MusicTime's menu commands can alter the selection in many ways.

Beam notes

To add beams to any group of notes, select the notes to be beamed. From the Notes menu, choose "Beam Group" from the "Beam Notes" sub-menu. MusicTime will beam all appropriate notes together. Note: if any of the selected

notes have been beamed, the beam command will unbeam the notes with the first command. Select Beam Group again and all the selected notes will then be beamed.

Tuplet Brackets

To create a bracket for quarter or half note tuplets, select the notes and select "Beam Group" from the Notes menu.

Changing note durations

Select any note, group or groups of notes. From the Notes Menu, choose "Change Duration". Click in the box labeled: "Set note type to:" Click the button for any note value. Click OK. The selected notes will change to the value you designated. Or use the number keys on your computer keyboard for selecting durations. Example: 1= whole note, 2= half note, 3= quarter note, etc. Type a 'T' to change selected notes to triplets. Type a 'D' to add a dot to selected notes.

Voicing

When importing and guessing prerecorded sequences or recording music into MusicTime, all notes on each staff are assigned to a single voice. In many cases this will be correct but there are two occasions where multiple voices might be needed to display the music. The first will occur if you wish to display two instruments on the same staff. The second may occur when trying to notate for instruments capable of playing two or more voices, such as a piano.

Entering and Viewing Different Voices in MusicTime

In the toolbar is a box with the word "Voice -". This is the Voice Selection pop-up menu. When "Voice -" is selected, all voices can be selected and edited. Information entered with the mouse or MIDI keyboard is assigned to voice 1 in this mode. Use the Voice pop-up menu to select any one of the four choices to limit editing, viewing and new note entry to the voice number selected.

To Enter Two Instruments On a Single Staff

Select either "Voice -" or "voice 1" to enter the first instrument. Use either the Note palette or MIDI keyboard to enter/record music for your first instrument.

Select "2" in the voice pop-up menu. Notes entered for voice 1 will appear "grayed out". Enter the second instrument's note information. While still viewing only voice 2 note information, make any changes to stem direction or beaming that you would like. Voice one (your first instrument) will be unaffected. If you need to edit the first voice only, you can select and edit only

voice 1 in the same fashion.

To assign different MIDI channels and program numbers for each voice, use the Staff Sheet, making the appropriate changes in the fields for each voice indicated.

To Notate Two Voices Used by a Single Instrument

Normally, MusicTime assigns all information to a single voice. An instrument such as a piano will frequently play more than one voice, however, as in the case where a chord is held for an entire measure while additional notes are then played. Under these circumstances, you will need to use more than one voice or MusicTime will not indicate the correct durations.

Entering Multiple Voices in MusicTime

As an example of multiple voices we will use a chord held for one measure with three quarter notes played after the first beat. Select "voice 1" (or "Voice -") and enter a rest followed by three quarter notes. Select "voice 2" and enter a whole note chord in the same measure.

As in the example above, stem direction and other editing operations will only affect the notes assigned to the same voice as the voice selected. When notating a single instrument requiring multiple voicings, the Staff Sheet (Control + L) should have all voices assigned to the same MIDI channel and program assignments.

Rests, by default, are only visible in voice 1. The rests in the other voices are hidden. If you wish these rests to be visible, select "Show/Hide... " from the View Menu. An "x" in a checkbox indicates the item will be shown in your score. The Show/Hide dialog affects the entire score.

Voicing Live or Imported MIDI

If the music you are editing has been imported or recorded in real time, you should determine and select notes which should be assigned to additional voices, and with those notes selected, use the Control key plus a number key to assign those notes to a new voice.

Additional information about voices with examples that illustrate how voicing can be used in MusicTime can be found in the Online Help section for "Voices".