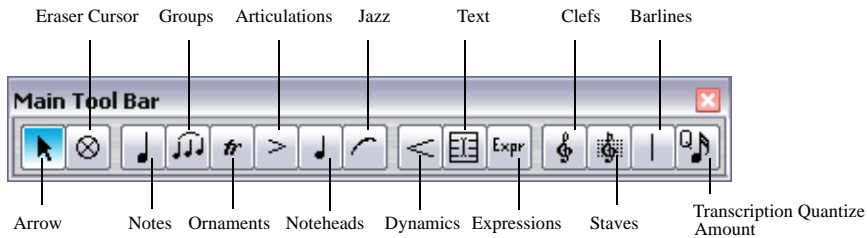


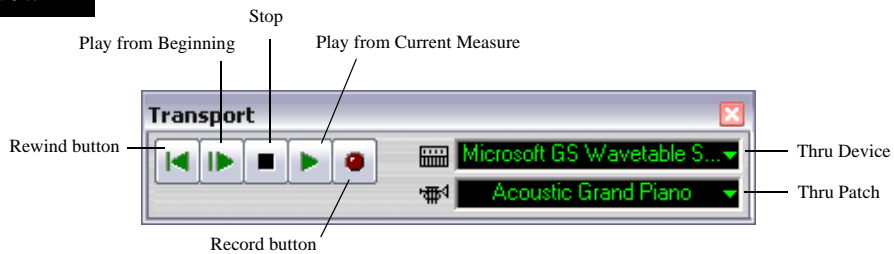
# Score Writer 4 Quick Reference

Macintosh users: Replace Control-key with Command-key. Other differences are shown in (*Italic*)

## Tool Bar



## Transport Window



## Step Input Window

- Force Stems Up
- Force Stems Down
- Force Accidentals to Sharps
- Force Accidentals to Flats
- Tie Previous Two Notes ;
- Duplicate previous
- Duplicate Previous to End

Note Size pop-up menu

**Step Input**

Options: 1 · 3 · 0 C4

Size: = 480 clocks

Tuplet: 3 in the time of 2

Duration: Constant Gap

= 120 clocks

Velocity: Constant

64

Type area

Size area

Duration area

Velocity area

- Notes
- Rests
- Slash
- Rhythmic
- Chords

## Tracks Window

Track List: Untitled

	Name	M	S	Vol	Pan	Pitch	Device	Chn	Bank	Patch	Voices	Stem
1	Viola			.	0	0	Microsoft G...Sle SW Synth	1	None	Viola	1	
2	Piano			.	0	0	Microsoft G...Sle SW Synth	2	None	Bright Acoustic Piano	4	

Alto Flute  
Alto Saxophone  
Baritone  
Baritone Horn  
Baritone Saxophone  
Bass

Track: Piano Voice: All Bar: 1 Page: 1

Click triangle to show/hide all voices

Drag to reorder Tracks

Double-click to open the Track Setup dialog box

Track navigation on score page

Track name

Mute playback

Solo

Set a transposition level (in semitones)

Specify the bank of patch names for the track

Number of voices per track

Set a volume level

Set a stem direction for each voice

Select a patch

Specify the MIDI channel

Specify output device for playing the track

Control-click to specify instrument and settings from Score Writer's default list

# Score Writer 4 Keyboard Shortcuts

Macintosh users: Replace Control-key with Command-key. Other differences are shown in (Italic)

## With Arrow Cursor Selected

Single click	Make measure active
Double click	Selects all elements in a measure
Shift-click	Extend Selection range
Control[ <i>Cmd</i> ]-click	Discontiguous selection
Control[ <i>Cmd</i> ]-click handles	Locks measures - No justify
Alt[ <i>Cmd</i> ]-drag hairpin	Move one end of hairpin stems individually
Control[ <i>Option</i> ]-drag element	Create copy of that element on the score
Control[ <i>Option</i> ]-shift-drag	Constrains direction when copied
Alt[ <i>Option</i> ]-drag staff	Same spacing to all remaining systems on page
Control[ <i>Cmd</i> ]-drag staff	Same spacing to all remaining systems in score
Double-click element	Opens editing dialog box
Double-click clef on left side of staff	Opens Setup Track dialog box
Double-click text	Edit text

## Chord Entry

A-G	Chord root
Shift A-G	Chord bass
S	Sharp
W	Flat
←	Move chord selector to the left
→	Move chord selector to the right

## Guitar Frames

m	Selects minor suffix
6	Selects 6 suffix
7	Selects 7 suffix
8	Selects 9 suffix
+	Selects next item in last button
-	Selects previous item in last button

## Step Entry

(Duration selected as in tool selection mode.)

A-G	Note selection
= or R	Rest/note toggle
Space	Enter rest
↓ or -	Lower current pitch 1/2 step
↑ or +	Raise current pitch 1/2 step
←	Step backwards through a score without deleting notes
→	Step forwards through a score without deleting notes
o	Raise current and future pitch range one octave
o	lower current and future pitch range one octave
;	Tie together the previous two notes
Enter (letter pad)	Enter a note or rest, then step forward
Enter (number pad)	Enter a note or rest, but don't step forward (Use for entering chords)
Backspace ( <i>Delete</i> )	Step backward through a score, deleting previous note

## Tool Selection

0	Breve note
1	Whole note
2	Half note
3	Triplet toggle
4	Quarter note
5	32nd note
6	16th note
8	8th note
.	Augmentation dot toggle
Esc	Switch to Arrow Cursor and All Voices
C	Cursor tool toggle
E	Eraser tool
F	Accidental flat
G	Grace note
N	Accidental natural
P	Open note palette
R	Rest of selected value
S	Accidental sharp
↑ ← → ↓	Nudge score elements
Control[ <i>Cmd</i> ] [	Zoom in
Control[ <i>Cmd</i> ] ]	Zoom out

## Ornament/Articulation Button Selected

Alt[ <i>Option</i> ]	Put element above note(s)
Control[ <i>Option</i> ]	Put element below note(s)

## Dynamics button Selected

Control[ <i>Cmd</i> ]	Adds dynamic to all staves
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## With Note(s) Selected

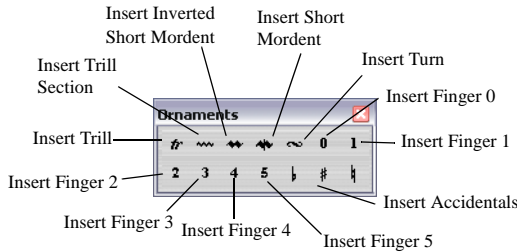
↑	Transpose note up one step
↓	Transpose note down one step
←	Nudge note to left
→	Nudge note to right
R	Turns note into rest
Control[ <i>Cmd</i> ] 1 - 4	Move Note to Voice 1-4

## Voice Selection

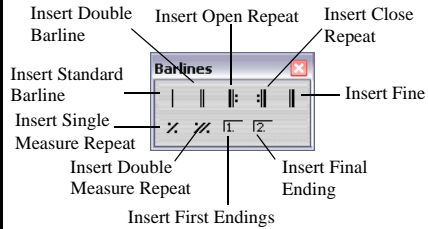
Control[ <i>Cmd</i> ] 0 or Esc	View All Voices
Control[ <i>Cmd</i> ] 1 - 4	View Voices 1-4 Individually

# Score Writer 4 Palettes

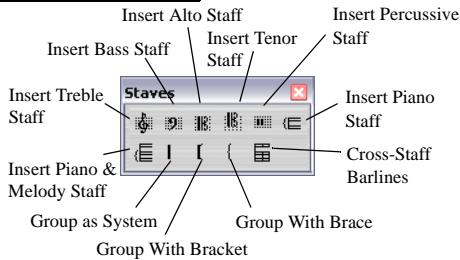
## Ornaments



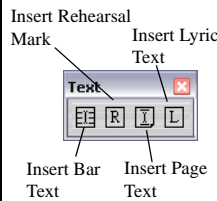
## Barlines



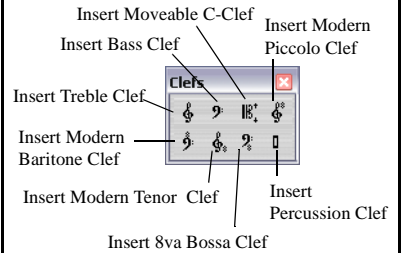
## Staves



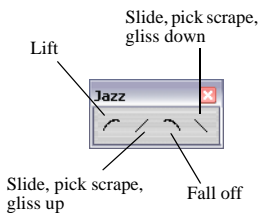
## Text



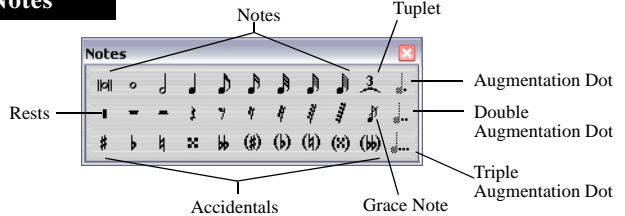
## Clefs



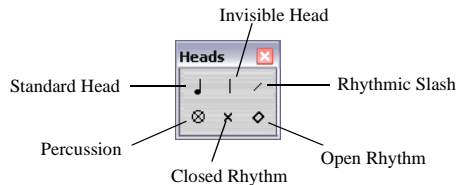
## Jazz



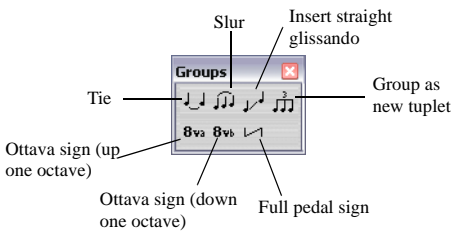
## Notes



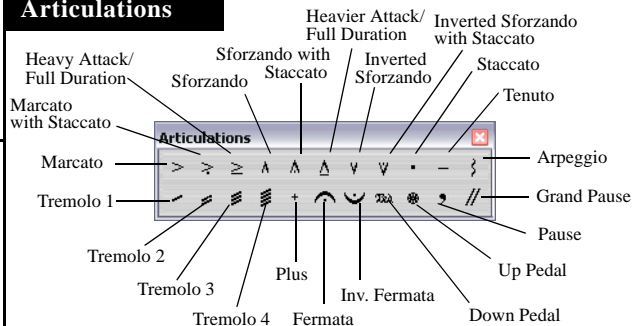
## Noteheads



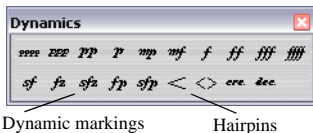
## Groups



## Articulations



## Dynamics



# Score Writer 4 Menu Reference

Macintosh users: Replace Control-key with Command-key. Other differences are shown in *(Italic)*

File	
New...	Ctrl+N
Open...	Ctrl+O
Close	Ctrl+W
Save	Ctrl+S
Save As...	
Revert	
Import...	
Export...	
Extract Parts...	
Print Preview	
Page Setup...	
Print...	Ctrl+P
1 Harvest Time.scw	
Exit	

*(PC Only)*

Edit	
Undo Insert Note	Ctrl+Z
Redo Erase	Ctrl+Shift+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	Delete
Merge	
Select	
Make Invisible	
Make Visible	
Set Color...	
Disable Playback	
Enable Playback	
Playback Time...	
MIDI Data	Ctrl+Shift+D...

Score	
Insert Page...	
Delete Page...	
Layout Page...	
Page Dimensions...	
Increase Systems on Page	
Decrease Systems on Page	
Insert Track...	
Delete Track	
Setup Track...	
Respace Staves	
Recalc Layout	Ctrl+}
Redraw Page	Alt+}
Title Page...	
All	Ctrl+A
Current Track	
None	

Measures	
Insert...	Ctrl+I
Delete...	
Increase Measures on System	Alt+=
Decrease Measures on System	Alt+-
Split System	
Set Key Signature...	Ctrl+K
Set Time Signature...	Ctrl+M
Set Tempo...	Alt+.
Set Codas, Segnos, etc...	
Set Measure Numbers...	
Rebar	
Multi-Measure Rest...	
Fill in Rests	
Justify	Ctrl+J

*(Cmd)*

Notes	
Transpose...	Ctrl+T
Delete	
Beam	
Group	
Flip	
Stem	
Move to Prev Track	
Move to Next Track	
Notate As	
Transcribe	Ctrl+R
Notes to Tablature...	
Set Guitar Frame Capo...	
Set to Voice	
Articulations/Ornaments	
Beams	
Duplicate Notes	
Based on Meter	Ctrl+B
Manually	Ctrl+Shift+B
Tie	Alt+;
Slur	Ctrl+L
Triplet	
Quintuplet	
Septuplet	
Glissando	
Reduced Rests	
Swing Eighthths	
Triplets	
Cue Notes	
Grace Notes	
Stem Up	Ctrl+U
Stem Down	Ctrl+D
Reset Stem Height	
Direction	Ctrl+Shift+F
Enharmonic	Ctrl+H
Sharps to Flats	
Flats to Sharps	
Articulations	
Single Note	1 Ctrl+1
Two Tied Notes	2 Ctrl+2
	3 Ctrl+3
	4 Ctrl+4

*(Cmd)*

Options	
Show	
Auto	
Keyboard Thru	
Hold Timing	
Metronome	
Play Style	
Record Options...	
MIDI Devices...	
Instruments...	
All Notes Off	
Preferences...	
Save Settings	
Correct	
Rests	
Wrap Measures	
Handles	
Margin	
Units in Inches	
Symbols in Colors	
Invisibles	
Incorrect Rhythms	
Range Errors	
Tracks Transposed	
Filled Measure Rests	
System Separations	
Chord Positions	
Lyric Positions	
Dynamic Positions	
Click in Record	
Click in Play	
Click in Count Off Only	
Metronome Sound...	
As Recorded	
In Swing	
As Written	
Repeats	
Window	
Tool Bars	
Status Bar	
Hide Palettes	Alt+K
Tracks Window	Ctrl+Shift+T
Chords Window	Ctrl+Shift+C
Lyrics Window	Ctrl+Shift+L
Step Input	Ctrl+Shift+S
Cascade	
Tile Horizontally	
Tile Vertically	
Arrange Icons	
1 Score : Air For The G String	
Main Tool Bar	
Standard Tool Bar	
Transport	

*(PC Only)*