

Basic Note entry A (Click notes into your score with a mouse)

- 1 Hit escape key
- 2 Choose note value on keypad (box in bottom right of screen) with mouse
- 3 Click on any measure with mouse – keep clicking to add lots of notes
- 4 Use arrow keys to change pitches of any blue notes just added
- 5 Hit Control + z (*Command* + z) if you make a mistake
- 6 Hit escape key when done

Basic Note entry B (Type notes into your score using computer keys)

- 1 Hit escape key
- 2 Select empty measure with mouse
- 3 Hit N, then choose note value on keypad (box in bottom right of screen)
- 4 Type a, b, c, d, e, f or g on computer keyboard (or number zero on number pad for rests)
- 5 Use Control (*Command*) + arrow up or down to change octave of note
- 6 Hit escape key when done

Basic Note entry C (Step time entry with a MIDI keyboard)

- 1 Hit escape key
- 2 Select empty measure
- 3 Hit N, then choose note value (on keypad on screen) with mouse – or use numeric keypad on right of computer keyboard to select note value on screen
- 4 Play pitches on MIDI keyboard – hit zero on number pad for rests also
- 5 Hit escape key when done

Basic Note entry D (Live recording with a MIDI keyboard)

- 1 Check your recording options: go to Notes>Flexitime options
- 2 Hit escape key
- 3 Select empty measure
- 4 Hit round red Record button or Control+Shift + F (*Command* + *Shift* + F)
- 5 Play live, but listen carefully to the metronome
- 6 Hit escape to stop recording
- 7 Hit Control + Z (*Command* + Z) to undo recording

Extra hints

- 1 Use the r key to **repeat** selected notes/measures/passages
- 2 Use the numbers along the top of the computer's keyboard to **add pitches** to selected notes/measures/passages
- 3 To **paste** anything, select object, note, measure or passage, move mouse to destination place, then hit Alt (*option*) + click with mouse to paste (or windows users can click both sides of mouse to paste – please set up this feature first – see p2, step 3)
- 4 To change **length** of selected note(s), choose different value on keypad
- 5 Don't forget that the **keypad** on the screen can also be accessed from the NUMERIC KEYPAD on your computer's keyboard
- 6 For **Voice 2** notes, hit N and choose a note value on keypad, then hit 2, 3 or 4 at the bottom of the keypad on screen (or use shortcut Alt + 2,3 or 4 on main computer)

keyboard, then enter notes: they will be GREEN. You can also select an existing note or notes and change its voice the same way. All voices are color coded. Rarely use voices 3 and 4!!