

Contents

[Introduction](#)
[Ordering MusicEase](#)
[Benefits of Ordering](#)
[Support Policy](#)
[Sample Pieces](#)
[Getting Started](#)
[Tutorial](#)
[Topics](#)
[Shortcut Keys](#)
[What's New](#)
[MusicEase Professional](#)
[License](#)

Getting Started

MusicEase works much like a word processing program. For instance, pressing the **Enter** key starts a new system. If you are at the beginning of a system, pressing the **Backspace** key appends the current system to the end of the previous system. The **left** and **right** cursor keys move a note to the left and right. The **up** cursor key moves up to the previous staff and the **down** cursor key moves down to the next staff.

Basic topics:

Entering Notes, Rests, Chords, Tied notes

Starting a New Staff

Deleting notes (and rests and chords)

Barlines

Meters

Keys

Clefs

Introduction

MusicEase is a music score editor that lets you create, edit, print and play music notation. You see on your computer screen the musical score exactly as your printer will print it out.

In particular, MusicEase is a constraint-based system with a large amount of knowledge of music notation. This allows it to handle intelligently many of the details of scoring automatically. For instance, bar lines are inserted automatically according to the meter. If you change the meter, the bar line placements change automatically. (Of course you can insert barlines yourself wherever you like also.) The result is that you can create professional looking scores easily and quickly.

Since many people are familiar with word processors, MusicEase is designed to work much like a word processing program. For instance, pressing the **G** key enters the note G. Pressing the **Backspace** key then deletes this note. You press the **Enter** key when you want to begin a new system. Pressing the **Backspace** key at the beginning of a system appends it to the previous system. Blocks can be cut from one location and pasted into another location and then everything can be reformatted with just several keystrokes.

We have also tried to do everything we can to permit you to specify your notation quickly. In pursuit of this goal, we have included a number of shortcut keys to minimize the number of keystrokes necessary to issue commands. These, in conjunction with MusicEase's constraint-based approach, allow for very efficient music score creation.

In spite of the wide range of styles of music scores that MusicEase can handle, ease of use has been a primary goal. Reviewers have consistently rated MusicEase in the highest category for ease of use.

Finally, printed output has been made to correspond as closely as possible to music printed by professional music engravers and copyists. For example, beam slants and end positions are generally correct according to music engraving standards. Note spacing after justification has been applied also corresponds closely to that of professional engravers.

The design goal of MusicEase has been to provide you with as much power in as simple and elegant a manner as possible. Please write or email with your comments and suggestions. We are committed to improving MusicEase and reshaping it in response to your musical needs.

Rests

New rests are entered with a duration equal to the current duration. To enter a rest, first set the current duration as desired and then press the **r** key.

To enter a whole measure rest, press the **w** key.

To enter a higher positioned rest, use upper case **R** or **W**.

To enter a lower positioned rest, use **Alt-R** or **Alt-W**.

Chords

To enter a chord, press the + (plus) key. Every note entered then will be added to the current note.

To delete a note from a chord, press the - (minus) key. Every note entered then will be deleted from the current chord.

To return to normal entry mode, press the lower case **n** key.

Tied Notes

To enter a note or chord which is tied to the previous note or chord, set the current duration correctly for the tied note or chord and then press the **t** key.

Or enter the two notes or chords, move the cursor back to the first note, press **Alt-I** (invoking the Insert Menu), and then select Tie.

To delete a tie between two notes, position the cursor to the first of the two notes or chords, press **Alt-S** (invoking the Erase Menu), and then select Tie.

Changing the Looks of a Tie:

If the automatic positioning of a tie is unsatisfactory, you can change it by positioning the cursor to the first of the tied notes. Then select Shift from the Modify Menu and then select Tie from the resulting pop up menu. If several notes are tied, you will be prompted to enter the number of the tie (from the top) which you wish to modify. The resulting menu allows you to alter the tie's height and flatness and change its starting and ending locations (a location is specified by an X or horizontal coordinate and a Y or vertical coordinate). You can also flip the direction of the tie's arc or make it invisible. However this should not be done until all notes have been entered and the staff justified because notes in another voice, for instance, might effect the positioning of the tie.

Occasionally it is necessary to add a tie when only one of the notes being tied is there. This can happen, for instance, when an ending begins with a tied note. Or when a long score is divided into several files and a note at the beginning of the first system in a continuation file is tied with the last note in the same part in the previous file. The symbols Up-Tie and Down-Tie are available for such situations. They can be inserted with the first note and then shifted so they lie to the left of the note. The Up-Tie symbol arcs up and the Down-Tie symbol arcs down. If you are entering several of these for a chord, insert and shift the first one, then insert and shift the second one, and so on. To figure out how much to shift, use the following: the distance from one staff line to the next is 5, and the width of a notehead is 12.

Starting a New Staff (System)

To start a new system, press the **Enter** key.

To append a system to the end of the previous system, position the cursor at the beginning of the system and press the **Backspace** key.

To start a new staff when a system consists of more than 1 staff, press **Ctrl-Enter**.

Deleting Notes, Rests and Chords

To delete a note, rest or chord, position the cursor at the note, rest or chord and press the **Del** key.

To delete the previous (the one just to the left of the cursor) note, rest or chord, press the **Backspace** key.

Barlines

Normally single barlines are displayed automatically (depending on the meter.)

To insert a barline after a pickup or a special type of barline, press | (the vertical bar) and select the appropriate type. Or choose Bar from the Insert Menu.

Six types of barline are available: single or normal, double, repeat-from (used at the beginning of a section to be repeated), repeat-to (used to indicate the end of a section to be repeated), repeat-to-and-from, and end barline.

To delete a bar inserted earlier, position the cursor to just after the barline, press **Alt-S** (to invoke the Erase Menu) and select Bar.

Meters

To change the meter, press the **m** key and enter the new meter. Or press **Alt-I** (to invoke the Insert Menu) and then select Meter. For no meter, enter **None** for the new meter. Enter **Common** or **Cut** for common or cut meter.

An option is to make this new meter invisible so that there is actually a meter change at this point in the piece but it does not display. Another option is to force the display of the meter when it otherwise would not be displayed because it is the same as the previous meter.

Meter changes should only occur in voice 1 (the upper voice) and at the beginning of measures.

Normal (single) barlines are automatically inserted corresponding with the meter.

To delete a meter, position the cursor just after it, press **Alt-S** (to invoke the Erase Menu) and select Meter.

The meter in effect at the cursor is displayed on the status line at the bottom of the window.

Keys

To change the key at the cursor, press lower case **k** and select the new key. Or press **Alt-I** (to invoke the Insert Menu) and then select Key.

An option here is to have the previous key canceled. If this is selected, natural signs will appear in the piece at each of the locations occupied by an accidental sign in the previous key.

To delete a key, position the cursor immediately to its right, press **Alt-S** (to invoke the Erase Menu) and select Key.

Key changes should only occur in the upper voice.

The key in effect at the cursor is displayed on the status line at the bottom of the window.

Clefs

To change the clef at the cursor, press the upper case **L** key and select the new clef. Or press **Alt-I** (to invoke the Insert Menu) and select Clef.

Choices for clef are Treble, Bass, Alto, or Tenor.

To delete a clef, position the cursor immediately to its right, press **Alt-S** (to invoke the Erase Menu) and select Clef.

Changing the Duration of a Note

To change the duration of the current note (the note lying at the cursor), first change the current duration to the new duration. Then press **Alt-N**.

Voices

There are two voices. If the current voice is the upper voice (voice 1), then the cursor appears above the current staff. If the current voice is the lower voice (voice 2), then the cursor appears below the current staff. New notes are entered in the current voice.

To change the current voice, press lower case **v**.

The current voice is shown in the status line at the bottom of the MusicEase window.

If a staff is to have only a single voice, notes should be entered in the upper voice as endings and meter and key changes should only occur in the upper voice.

Zoom

You can zoom in or out, changing the viewed size of the current piece of music, by pressing lower case **z** and selecting a value.

An alternative way to invoke the Zoom pop up menu is by selecting Zoom on the View Menu or clicking the left mouse button on the Zoom tool.

Creating A Simple Piece

Let's enter "Twinkle, Twinkle, Little Star".

Entering the notes

Moving the cursor (insertion point)

Sample editing

Playing the piece

Entering the lyrics

Entering the title

Saving the piece

Clearing the piece

Loading a piece

Previewing the piece

Justifying the piece

Printing the piece

Casting off the piece

Basic steps in creating a piece

Entering the Notes

A blinking cursor block is displayed on the staff vertically above where the next note will be entered.

Press **4** to change the current duration to a quarter note. A quarter note should appear in the current duration tool on the toolbar indicating that any note or rest entered now will be of quarter note duration.

Press **Alt-C** to enter quarter note middle C. Press it again to enter a second middle C. Press lower case **g** twice (upper case would enter the pitch an octave higher) to enter two G's above middle C.

Notice MusicEase automatically inserts a barline at the end of the measure. If you make a mistake, press **Backspace** to erase the last note entered. In fact do that now to see what happens. Then press **g** again to complete the first measure. Press **a** twice to enter the next half measure.

So far every note entered has been a quarter note. Press the **2** key to change the current duration to a half note. The quarter note in the toolbar should change to a half note denoting that notes entered now will be half notes. Press **g**.

A half note G is inserted and, depending on the size of the window and the value of zoom, the staff might now scroll horizontally to the left since the cursor otherwise would pass the right screen edge.

Press **Enter** to begin a new staff. Now press the **4** key to change the current duration to a quarter note and press the following keys: **f, f, Alt-E, Alt-E, Alt-D, Alt-D, 2, Alt-C**. Notice that you need not wait for the note to display on the screen before pressing the next note.

As we go on to complete the song, we will enter only two measures on a staff and then start a new staff so horizontal scrolling will not occur. Depending on the window size and the value of zoom, some early staves may scroll up and off the screen when space is used up. Do not worry when this happens.

Press **Enter** to start a new staff. Now add the next 2 measures: press **4, g, g, f, f, Alt-E, Alt-E, 2, Alt-D**.

Press **Enter** to start a 4th new staff. Now add the next 2 measures: press **4, g, g, f, f, Alt-E, Alt-E, 2, Alt-D**.

Press **Enter** to start another new staff. Now add the next 2 measures: press **4, Alt-C, Alt-C, g, g, a, a, 2, g**.

Press **Enter** to start another new staff. Now add the final 2 measures: press **4, f, f, Alt-E, Alt-E, Alt-D, Alt-D, 2, Alt-C**.

As we are at the end of the song, we need to change the last barline to an end barline. Press the shortcut key for this which is **|** (vertical bar) and then press **E** for **End-barline**. The normal barline is replaced by the end barline.

Moving the Cursor (Insertion Point)

Now press the **Home** cursor key. This moves the cursor to the beginning of the current staff. Press **End**. This moves the cursor to the end of the current staff. Press the **left** cursor key to move the cursor left one note. Press the **right** cursor key to move right one note. Press **Ctrl-left** to move to the previous beginning of measure. Press **Ctrl-right** to move to the next beginning of measure. Now press **Home**. The cursor should be at the beginning of the last staff. Press the **up** cursor key to move up to the first note in the previous staff. Press the **down** cursor key to move down a staff.

Press **Ctrl-Home** which always moves the cursor to the start of the first staff. Press **c**. This "inserts" a C one octave above middle C. Notice all notes from the cursor on slide to the right and bar lines are repositioned. You can insert a note anywhere by first moving the cursor to the desired point, changing the current duration if necessary, and pressing the key for the note. Press **Backspace** to delete the note just entered.

Sample Editing

Press the **#** key followed by **c**. This enters a C sharp an octave above middle C. Press **Backspace** to erase the note just entered. Press the **%** key followed by **c**. This enters a C flat. Now press **\$** and then **c**. This enters a C natural. Now press **Backspace** twice to delete these two notes.

The way to remember the keys for accidental signs is that they lie next to each other. From left to right the sharp, natural and flat specifiers are **#**, **\$**, and **%**.

To enter a double sharp, use **Alt-3**. To enter a double flat, use **Alt-5**.

Playing the Piece

If you have a sound card or other MIDI capability, you can play your piece by pressing **P**. Alternatively you can click on the play tool (the button with 2 musical notes) or select Play from the Tools Menu.

Entering the Lyrics

Let us now add lyrics to our song. It will be easiest to enter all the lyrics for a staff at once. Make sure the cursor is on the first staff. Press the shortcut key upper case **Y** and then click on Verse 1. Then enter the text with hyphens between syllables as shown below:

Twin-kle, twin-kle, lit-tle star,

and then click on OK. These lyrics are then attached one syllable per note with the hyphens centered between syllables.

Press the **down** cursor key to move the cursor to the second staff, press **Y**, and then enter the lyrics

How I won-der what you are.

and click on OK again.

Press the **down** cursor key again to move the cursor to the third staff, press **Y**, and then enter the lyrics

Up a-bove the world so high,

and click once more on OK.

Press **down** once more to move the cursor to the fourth staff, press **Y**, and then enter the lyrics

Like a dia-mond in the sky,

and click on OK.

Press **down** to move the cursor to the fifth staff, press **Y**, and then enter

Twin-kle, twin-kle, lit-tle star,

and click on OK.

Press **down** one last time to move the cursor to the last staff, press **Y**, and enter

How I won-der what you are.

and click on OK again.

Entering the Title

To enter the title, select Title from the Edit Menu. Then type **Twinkle, Twinkle, Little Star** and click the mouse on OK or press **Enter**.

Saving the Piece

Let's save this song under the name TWINKLE. Click on the Save tool (shaped like a diskette) and then enter **TWINKLE** (case does not matter) as the file name and press **Enter**. This song is saved in the current directory as TWINKLE.MEZ (MEZ is the default extension for MusicEase files).

Optionally the Save File pop up menu can be invoked from the File Menu.

Clearing the Piece

Clear the current piece by clicking on the Clear tool (shaped like a blank page). All music is cleared and only the initial clef and meter remain.

Loading a Piece

Now let's load the song TWINKLE that was just saved. Click on the Open tool (shaped like a folder being opened) and then enter **TWINKLE.MEZ** (case does not matter) and press **Enter**. The song in the file TWINKLE.MEZ is now loaded and the initial staves displayed.

Justifying the Piece

Let's change things so the staves stretch across the page by justifying the piece. This will stretch staves out so they extend from the left margin to the right margin. Press **Ctrl-J**. (Or select Justify in the Tools Menu.) Then press **Enter** (or click on OK) to justify all staves.

(A faster way to do this is: just click on the Justify Piece tool consisting of 4 equal length red lines on a page.)

Notice now that the notes on your screen are spread apart more as a result of justification.

Press **Ctrl-V** again to see how the page looks now. It's a little better but let's spread the staves out so they cover the page vertically.

Press **Ctrl-V** to exit print preview.

Normally MusicEase spreads staves out to cover pages vertically on all pages except the last page. Since this song fits all on one page, it is not spread out. We can change this. Press **Alt-P** to invoke the Preferences menu (or click on Preferences under the View Menu). Then click on the Page Layout tab. Click on the Fill Last Page check box and then click on OK.

Now invoke Print Preview again by pressing **Ctrl-V**. The music nicely fills the page. Press **Ctrl-V** again when done looking.

Printing the Piece

Now you can print the song by pressing **Ctrl-P** (or by selecting Print in the File Menu or by clicking on the Print tool).

Casting Off the Piece

The method we have used here required us to know beforehand where to end a staff and begin a new one. Our guess at two measures per staff worked but in general we won't know where we want staff (or system) breaks to be. We need the Cast Off command. It first combines all staves (systems) into a single staff (system). Then it breaks this staff (system) up in one of several ways. A "full" cast off figures out where to place breaks so that all measures have a similar note spacing. It also makes sure that the very last staff (system) is not short (e.g., contains only 1 measure when all other staves (systems) contain 4 measures) but is just as dense as other staves (systems). Let's perform a full cast off now.

Press **Ctrl-C** for Cast Off (or select Cast Off in the Tools Menu), and click on Cast Off Full. (Or just click on the Cast Off tool.) Then click on OK in the resulting menu. This casts the piece off and justifies each staff. Print preview will now show three staves of 4 measures each. The horizontal spacing is tighter here than before, but the vertical spacing is too far apart. To get the staves closer together, we could either redefine the page size to be shorter vertically or we could change our Preferences so that the last page is not filled.

Let's change the song back to 6 staves of 2 measures each. Press **Ctrl-C** for Cast Off, select Cast Off Quick, then enter **2** for the number of measures in each staff (except possibly the last) and press **Enter**. After casting off (and rejustifying) we again have the result which was printed out previously.

Basic Steps in Creating a Piece

Besides presenting specific examples of ways of doing things, this tutorial also described the overall technique of creating a song for printing:

- 1) enter the notes and markings,
- 2) enter the lyrics,
- 3) cast-off,
- 4) justify,
- 5) preview output and alter if desired,
- 6) print.

Beams and Triplets Example

Now we shall enter a short fragment using beamed notes and triplets. Erase any existing music by clicking on the Clear tool. If you are asked if you wish to save the existing music, click on Disgard.

Press **8** to change the current duration to an eighth note.

Press **g**, **a**, and then **b** to enter three eighth notes. As you enter eighth notes, MusicEase displays them initially with flags instead of beams because it does not know how long the beam will be or even if there is a beam until enough notes have been entered. But when enough eighth notes have been entered, they will be automatically beamed.

Now let's change these three eighth notes into a triplet. Invoke the Insert Menu (**Alt-I**) and select Triplet. (Or press the semicolon key, the shortcut key for this.) Just press Enter for the menu that pops up asking how many notes backwards to begin the triplet as it is initially set to 3 which is what we want here. In the next menu that appears, enter **3** in the New field. Enter **2** in the Normal field. (We have just specified that 3 notes are to be played in what is normally the duration of two notes. And actually, these are the default values for these fields so you don't really need to enter these values over again.) In the Unit field make sure Eighth is selected because the 2 for 3 relationship deals with eighth notes. Press **Enter**.

The triplet notes are beamed together. No bracket is used for the triplet because the beam is the length of the triplet.

Dotted Durations, Ties and Rests

Now we shall enter another short fragment using dotted notes, ties and rests. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

Press the **period** key and then **2**. This changes the current duration to a dotted half note. Now press **Alt-C** to enter a middle C with a dotted half note duration. Now press **4** to change the current duration to a quarter note. Then press **t**, the shortcut key for inserting a tied note or chord. This enters a middle C with a quarter note duration and also ties it to the previous middle C. This is the fastest way to enter tied notes. It also works with chords.

Press **r** to enter a quarter note rest. Press **Alt-R** to enter a quarter note rest placed lower on the staff. Press **R** to insert a quarter note rest positioned higher on the staff. These three keys enter rests whose duration equals the current duration. The latter two are usually used only when two voices are present on the same staff.

To enter a whole measure rest no matter what the current meter, use **w**, **Alt-W** and **W**.

Note Entry Mode

Different modes exist for entering notes:

The normal mode is insert mode in which newly entered notes are inserted before the note lying at the cursor. Press **n** (lower case) to activate normal mode.

In replace mode the note lying at the cursor is replaced by the newly entered note. Press **N** to activate replace mode.

In replace pitch mode the pitch of the note lying at the cursor is replaced by the pitch of the newly entered note. The original duration and any other information such as lyrics attached to the original note remains unchanged. Press **Ctrl-N** to activate replace pitch mode.

In plus mode, newly entered notes are added to the current note to create a chord. Press **+** (plus sign) to activate plus mode.

In minus mode, newly entered notes are deleted from the current note. Press **-** (minus sign) to activate minus mode. This is generally only of use when you want to delete 1 or more notes from a chord which were mistakenly added.

The current mode is displayed in the status line at the bottom of the window.

Chord Example

Now we shall enter another short fragment dealing with chords. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

We will now enter a D chord. Press **4** to set the current duration to a quarter note. Press **+** to change note entry mode to plus mode. Every note inserted now will be added to the current note. Press **Alt-D**, **#**, **f**, and then press **a**.

Now press the **right** cursor key to move the cursor to the right. Then press **#**, **Alt-C**, **Alt-E**, and **A** to enter an A chord.

Then press **right** again followed by **2** and then **t** to enter a tied chord. To repeat the previous chord or note, simply press the single quote key. Press **'** (single quote) to repeat the A chord. Notice that you can change the current duration before pressing **t** or single quote but it is not necessary.

The result is a quarter note D chord followed by a quarter note A chord which is then tied to a half note A chord and then followed by another half note A chord.

Don't worry about the last sharp sign overlapping the bar line. Justification will fix it.

Reactivate normal (insert) entry mode by pressing **n**.

Dynamics and Symbols

Now we shall enter another short fragment dealing with dynamics and symbols. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

Enter 4 quarter notes by pressing **4**, **g**, **a**, **b**, and **c**. Then press **Home** to make the first note the current note. Press lower case **y**, the shortcut key for inserting a dynamic. Then press **m** and **f** for mezzo forte. Then press **Enter**.

The mezzo forte symbol appears above the current note.

Now press **s**, the shortcut key for inserting a symbol. Let's enter a staccato sign. Press **s** several times until Staccato is highlighted and then press **Enter**. (Or just click the mouse on Staccato.)

Suppose we want all 4 notes to be staccato. Press the **right** cursor key to make the second note the current note. We could use the same procedure again but the fastest way is to use **Ctrl-Z** which inserts the most recently inserted symbol and then moves the cursor 1 note to the right. Press **Ctrl-Z**. Press it twice more. All 4 notes are now staccato.

To erase a symbol or dynamic from the current note, press **Alt-S** and then select either symbol or dynamic.

Two Voices

Now we shall enter another short fragment dealing with two voices on the same staff. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

Enter four notes by pressing **g**, **a**, **b**, and **c** again. These are voice 1. Press **v** to change the current voice to voice 2. All notes now entered will be in voice 2. Press **Alt-E**, **f**, **g**, and then **a**. The result should contain four pairs of notes a third apart.

Voice 1 notes all have upward stems while voice 2 notes have downward stems. Press **v** again to change the current voice back to 1.

Multi-staff Systems Example

Now we shall enter another short fragment dealing with two connected staves. The top staff shall be treble and the bottom staff bass. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

Press **Enter** to begin a second staff. Then press upper case **L**, the shortcut key for inserting a clef, then press **B** for Bass.

Now connect the two staves together. Press the **Up** cursor arrow to move the cursor to the first staff. Press lower case **o**, the shortcut key for the Connect Staves pop up menu (or select Connect in the Modify Menu). Then check the three boxes indicating that staves are to be connected at the beginning, all interior barlines, and at the end.

Enter **2** in the Brace field. Then press **Enter**. The two staves are now connected with a brace at the beginning.

You can now enter notes on either staff. The **up** and **down** cursor arrows will move the cursor between the two staves. (Clicking the left mouse button on either staff will do the same.) Pressing **Enter** will start a new system with a brace now, not just a new staff. Pressing **Backspace** when the cursor is at the beginning of a staff will connect the entire system to the end of the previous system. Enter some notes and experiment with this a bit.

Notice that you can use the same technique to make systems containing as many staves as you wish.

Chord Frames Example

Now we shall enter another short fragment dealing with chord frames for guitar. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

Press **2** to set the current duration to a half note. Then enter **Alt-C**, **Alt-D**, and **Alt-E**. Press **Home** to make the first note the current note. Then press lower case **h** to invoke the Insert Chord menu. (Or we could select Chord from the Insert Menu.) Enter **C** for the chord name. Now we need to enter the fingering for the chord frame. The number of characters we enter determines the number of strings. Move the cursor to the Fingerings field and then press **b** for blank, **3** for the third fret, **2** for the second fret, the letter **o** for open, **1** for the first fret, and **o** for open again. Then press **Enter**. The chord frame for C is displayed above the first note.

Press the **right** cursor key to make the D the current note. Then press **h** to invoke the Insert Chord menu again. Enter **G** for the chord name. Now we need to enter the fingering for the G chord frame. Let's make it a bar chord. Move the cursor to the Fingerings field and press **3**, **5**, **5**, **4**, **3**, and **3** again for the fingering. Then move the cursor to the Bar field and enter **1** and then **6** because we want the bar to extend from the 1st to the 6th strings. Then press **Enter**. The chord frame for G is displayed above the second note.

Creating Systems

To create a system consisting of multiple staves, first create the desired number of staves by repeatedly pressing the **Enter** key.

Then change the clef as desired for each staff in the system.

Then move the cursor to the first staff and press the letter **o** (lower case) or select Connect from the Modify Menu. Specify at which points this and the following staff should be connected. If a bracket and/or a brace is to begin with this staff, specify the number of staves in each. Then click on OK.

Move the cursor to the next staff and repeat the above Connect operation. Do this with every staff in the system except the last.

Example: creating a system with two staves

Combining Two Notes into One

To combine two successive notes into a single note whose duration is the sum of the two original notes, position the cursor on the first note and press **Alt-J**. This joins the two notes.

The sum of the two durations should equal a valid duration.

Cursor Movement

The **left** and **right** cursor keys move a note to the left and right, respectively.

The **up** cursor key moves up to the previous staff and the **down** cursor key moves down to the next staff.

The **Ctrl-left** and **Ctrl-right** cursor keys move a measure to the left and right, respectively.

Ctrl-up moves up to the corresponding staff in the previous system and **Ctrl-down** moves down to the corresponding staff in the next system.

Home moves the cursor to the beginning of the current staff while **End** moves the cursor to the end of the current staff.

Ctrl-Home moves the cursor to the beginning of the piece while **Ctrl-End** moves the cursor to the end of the piece.

PgUp and **PgDn** move the cursor up and down approximately a window full.

Ctrl-PgUp and **Ctrl-PgDn** move the cursor up to the staff at the top of the window and down to the staff at the bottom of the window.

You can also use the left mouse button to reposition the cursor.

The Block

The block is a section of a piece displayed in reverse video that can be cut, copied, deleted and pasted. In addition certain other operations can be applied to the block.

To define the block, hold down the **Shift** key while moving the cursor. Or drag the cursor by holding the left mouse button down and moving the mouse.

To delete the block, select Delete in the Edit Menu.

To cut the block, select Cut in the Edit Menu.

To copy the block, select Copy in the Edit Menu.

To paste (insert) the most recently cut or copied block into the piece at the cursor, select Paste from the Edit Menu.

To clear the block, just click the mouse or move the cursor as normal (without holding the left mouse button or **Shift** key down).

Starting a New Page

Normally a piece will be repaginated when it is being printed and previewed. At this time MusicEase will insert page breaks as necessary, placing as many systems as possible on each page. To specify that a new page should start with the current staff, select New Page from the Insert Menu.

User specified page breaks are displayed as a solid horizontal line whereas page breaks determined by MusicEase are displayed as a dashed line.

To delete a new page inserted earlier at the current staff, select New Page from the Erase Menu.

To invoke repagination, select Repaginate from the Edit Menu.

Slurs

Position the cursor just after the last note in the slur. Press upper case **S**. Then enter the number of notes backwards on which the slur is to begin. It is assumed the slur is to end on the previous note. After this number is entered and **Enter** pressed, the slur is created extending between the specified notes. This menu also allows you to enter the text and font for a label which will be attached to the slur. Such labels are useful in tablature notation for specifying hammer-ons, pull-offs and so forth.

An even faster way is to use a Ctrl key combination. For example, to insert a slur starting 3 notes backwards, press **Ctrl-3**. In this case you cannot enter any label for the slur. In general **Ctrl-N** where *N* is a digit adds a slur starting *N* notes back. For instance, **Ctrl-7** adds a slur starting 7 notes back. *N* = 0 represents 10 notes back while *N* = 1 represents 11 notes back. These keys work as toggles. For example, if you press **Ctrl-7** and see that you really meant **Ctrl-6**, you can press **Ctrl-7** again to remove the slur starting 7 notes back and then press **Ctrl-6**.

Changing the Looks of a Slur:

If the automatic positioning of a slur is unsatisfactory, you can change it by positioning the cursor on the note which begins the slur, selecting Shift from the Modify Menu and then selecting Slur from the resulting pop up menu. This menu allows you to flip the direction of a slur's arc, and alter its starting and ending locations and the two interior points which define its shape. Slurs are displayed using bezier curves. A bezier curve is defined by 4 points: a point at the beginning and another point at the end of the curve, and two interior points which control the shape of the curve. The two interior points do not lie on the curve - moving them changes its shape but does not change its endpoints. Each point is defined by X and Y coordinates. A point's X coordinate refers to its horizontal position while its Y coordinate refers to its vertical position. Thus these points are defined by two fields each - one for the X coordinate and one for the Y coordinate. This command also allows you to add, delete, or edit a label and font for the slur and to vertically and horizontally shift it if its automatic placement is unsatisfactory.

If a slur is split with part at the end of one staff and part at the beginning of another, you can change the shape of the latter part by positioning the cursor on the note which ends the slur and using the same technique as above with Slur End. It works just as the above described command except it does not allow any flipping.

Tuplets

To specify a tuplet, first enter the notes to appear in the tuplet as usual. For example, to create an eighth note triplet, first enter the three eighth notes. Then press the **semicolon** key.

Set the number of notes backward on which the tuplet is to begin and press **Enter** or click on OK. Then in the next menu which pops up, enter the number of notes in the tuplet in the New field. For a triplet enter **3**. Then enter the normal number of notes this tuplet spans in the Normal field. For a triplet enter **2**. (You will have three notes in what is normally the duration of two notes.)

Now select the unit of duration. For eighth note triplets select Eighth.

The Custom field is for an alternate numeral to be displayed with the tuplet instead of the number in the New field. If the number in the New field is satisfactory, leave the Custom field blank. Or if you want something like "3:2" to display, enter it in this field.

You can specify that the use of a bracket with this tuplet be automatically determined, or you can force a bracket to be displayed or not displayed, or you can specify that no bracket and no numeral be displayed.

When done, press **Enter**.

Changing the Looks of a Tuplet:

If a tuplet can be beamed to the exact length of the tuplet and the tuplet number lies on the same side of the noteheads as the beam, no bracket is displayed. Otherwise a bracket is used in addition to the number. Moving the cursor to the note which starts the tuplet and selecting Shift from the Modify Menu and then selecting Tuplet from the Shift menu allows you to flip the position of the tuplet vertically and change the vertical locations of the ends of the bracket.

Dynamics

Dynamic markings are attached to notes. You should attach a dynamic to the note nearest to it. Press lower case **y** or select Dynamic from the Insert command. This brings up a menu which allows you to enter the text of the dynamic, the location of it, the font to use and whether or not to enclose it in a rectangular box. If you select the default font, the dynamic default font is used.

If the text you enter is something like **mf** or **sfz** or **ppp**, special graphic characters are used for the dynamics. Otherwise it uses the font you specify.

For position you can choose to have the text located either above or below the staff centered horizontally with the current note. You can also specify that the text be vertically centered with the current staff or flush with the current note along with any vertical shift. For horizontal positioning you can choose among having it centered over the current note, flush with the current note, centered between the left and right margins, positioned at the left or right margins, or positioned at the first barline preceding the current note. You can also specify any extra horizontal shift.

To delete a dynamic, select Dynamic from the Erase Menu when the cursor is at the note to which the dynamic is attached.

Lyrics

Lyrics are attached to notes. You can add a lyric to the current note by either pressing **l** (lower case L) or selecting Lyric in the Insert Menu. You should enter the text for the lyric, the lyric number (from 1 to 9) and the font. If you select the default font, the lyric default font is used.

Lyrics are centered under the notes to which they are attached. If you end a lyric with a hyphen ("-") and there is a lyric later on this same staff with the same lyric number, the hyphen will be centered between the two lyrics. For example, if there are four notes and "Happy" is to be displayed with the first syllable under the first note, the second syllable under the fourth note, and a hyphen centered between the two syllables, enter "Hap-" as the lyric for the first note and "py" as the lyric for the fourth note.

If the lyric consists solely of an underscore character ("_"), an underline is made to extend from the end of the lyric with the same lyric number on the previous note to the current note.

Creating Lyrics for an Entire Staff

You can enter an entire lyric line at once for the current staff by pressing **Ctrl-L** or selecting Lyric Line in the Insert Menu. As with single lyrics first select the verse number (lyric number). Then the entire current lyric line is displayed (no matter where the cursor is) with periods appearing for notes and rests which do not have lyrics. You can edit this using normal text editing commands. You can also select the font.

In particular, hyphens act as word (syllable) separators as do spaces. A solitary period (surrounded by spaces) results in no lyric for the corresponding note. Hyphens and solitary underscores yield the same results as described for individual lyric words above.

When lyrics are entered, some words may overlap. Justification will cure this problem as it takes lyric widths into account when calculating note spacing.

Verse Numbers

To insert text which is not directly centered under notes but is horizontally aligned with lyrics such as verse numbers, you can select Text in the Insert Menu.

Chord Names and Frames

To insert a chord connected with the current note, press lower case **h** or select Chord in the Insert Menu. You enter the text for the chord (e.g., "Am"), which percentage of the current note width the chord is to be horizontally centered at, the font and any vertical shift.

To enter a chord name containing a flat sign, use the % key. For example, for B flat, enter **B%**. And for a natural sign, use the \$ character. MusicEase then knows that it should use its internal symbols for these signs. E.g., instead of a % character, it displays and prints a flat sign. Instead of a \$ character, it displays and prints a natural sign. And instead of a # character, it displays and prints a sharp sign. If you use a lower case **b** character instead of the % character, chords using this character may not be transposed correctly. Otherwise there is no problem.

Chord Frames

For a chord frame you specify 1) the fingerings, 2) the location of any barring, and 3) any text to appear beside the chord (e.g., "5th fret").

A chord frame can have from 2 to 9 strings. The number of strings is equal to the number of characters you enter for the Fingerings field. Entering **B** means leave the string blank, **O** (oh) means leave the string open (and place a small circle above this string of the chord frame), **1** means place a small filled-in circle above the first fret, **2** means place a small filled-in circle above the second fret and so on. These characters can be upper or lower case.

If you want a curved line to appear between the circles on 2 strings (indicating the player is to bar across these strings), for the Bar field enter the number of the left string where the bar starts and then the number of the right string where the bar ends. For instance for an F major chord on the guitar, you might enter **16** - the bar extends from the first through the sixth string.

Accidental Signs Above Notes

To display solitary accidental signs above a note, insert them as chords: the chord text should be # for a sharp, \$ for a natural, and % for a flat symbol.

General Text

You can in general place text anywhere on the page by pressing lower case **x** or selecting Text from the Insert Menu. This text is saved with the current note. The Text menu allows you to specify the text, position, whether the text is to start flush with the note or be centered vertically with it, font and whether or not a rectangular border should appear around the text. Such text is ignored by the automatic spacing algorithms. If you want these algorithms to include such text in their computations, enter it as a dynamic rather than as text.

For position you can choose to have the text located either above or below the staff centered horizontally with the current note. You can also specify that the text be vertically centered with the current staff or flush with the current note along with any vertical shift. For horizontal positioning you can choose among having it centered over or flush with the current note, centered between the left and right margins, positioned at the left or right margins, or positioned at the first barline preceding the current note. You can also specify any extra horizontal shift. To get an idea how much to shift, staff lines are spaced 5 apart and the width of a notehead is 12.

Repeated Measures

You can enter a repeat measure sign by selecting Repeat Measures from the Insert Menu. You are prompted to enter a number which will be placed above the repeat measure sign indicating how many times the measure is to be repeated. This sign can be deleted just like an ordinary note.

The shortcut key for this is **Alt-/**.

Repeated Beats

You can enter a repeat beat sign (a large slash extending from the second to fourth staff lines) by pressing the / key. The duration of this slash is the current duration. It can be deleted like an ordinary note. This notation is sometimes used in popular music.

Arpeggios

To insert an arpeggiation symbol to the left of the current note, select Arpeggio from the Insert Menu. This menu allows you to shift the horizontal location of the arpeggio, the vertical location, and the length. For instance, if you want the arpeggio to extend down through the following staff, when the piece is in final form and the spacing between the current and following staves is set, then extend the length of the arpeggio appropriately by again selecting Arpeggio from the Insert Menu.

To delete an arpeggio attached to the current note, select Arpeggio from the Erase Menu.

Endings

To create first and second endings and so forth, select Ending from the Insert Menu. Endings must be an integral number of measures long. If the ending is only one measure long and the right end should have a corner, you should select Both in the Part field. In that case the ending will extend through the current measure only and have a corner at the right. If you select One Measure Start, there will be no right corner. For an ending which extends for several measures, select Start while in the starting measure and then invoke this menu again when you are in the ending measure but this time select End. When you specify either Both, One Measure Start or Start for the Part field, you must specify the number(s) of the endings and optionally any vertical shift for the ending.

Ending heights are set to appear above any notes, chords, symbols, etc. that occur under them. Alter the height by specifying a vertical shift for an ending.

Endings must be created in voice 1, the upper voice.

Staff Menu

The Staff menu allows you to modify the display of the current staff. You can make some staff lines invisible, change the spacing between the current staff and the next staff, make the initial clef sign in the staff invisible, indent the staff, and use either single or double stemming for the staff.

The Staff menu is invoked by selecting Staff from the Modify Menu.

Tablature Menu

The Tablature menu allows you to toggle the display of the current staff between tablature and standard music notation. For tablature, select Guitar, Mandolin, Banjo, or specify the strings for a custom instrument using the MIDI pitch numbers for the strings. You need to specify which clef should be used and also whether there should be any octave transposition if this staff is displayed as standard notation (by later on either toggling the check box at the top of this menu or invoking Expand Tablature). These need to be specified before any notes are entered on the staff.

The Tablature menu is invoked by selecting Tablature from the Modify Menu.

Beams

The preferences menu allows you specify whether or not beams or just flags are used in a piece.

Beaming Patterns

Beaming patterns control how notes are beamed. Different meters have different beaming patterns. You can change the default beaming pattern for the meter in effect at the cursor by selecting Beam Pattern in the Modify Menu.

Enter the beat numbers on which beams are to begin separated by spaces. For example, if the current meter is 7/8 and you want it broken into a 2 + 2 + 3 beaming pattern, enter **1 3 6**. Beams are to begin on the first, third and sixth beats.

Beam Scopes

You can change the number of notes that are beamed together. Just after you have entered the notes to be beamed together, press _ (the underscore character) or select Beam in the Modify Menu. Then enter the number of notes to be beamed together backwards.

The shortcut keys **Ctrl-Shift-0** through **Ctrl-Shift-9** provide a faster way of beaming previously entered notes. For instance, **Ctrl-Shift-4** will beam the 4 notes preceding the cursor together. This acts as a toggle. Pressing **Ctrl-Shift-4** again will unbeam these 4 notes. **Ctrl-Shift-1** can be used to specify that no beam should begin with the previous note. **Ctrl-Shift-0** beams the previous 10 notes together.

Initial Barlines

The preferences menu allows you specify whether or not the initial barlines for staves are displayed.

Tablature

The following topics describe how to create tablature notation for stringed instruments.

[Specifying tablature](#)

[Entering tablature](#)

[Tablature Options](#)

[Slides](#)

[Nuances](#)

[Adding Standard Notation](#)

Specifying Tablature

To specify that the current staff is to be displayed using tablature notation, select Tablature in the Modify Menu. Then if you select "Yes" for tablature, you must also indicate the number of strings (from 1 to 14) and the tuning of each string. However for guitar, banjo and mandolin with standard tunings, you can just select the appropriate instrument. Otherwise select "Custom" and enter the MIDI pitch numbers for the strings starting with the highest (the thinnest string) and moving downwards. Insert a space between each number. The number of these numbers determines the number of strings.

You must also specify which clef is to be used when this staff is displayed as standard music plus any octave transposition to be used.

The MIDI pitch number for middle C is 60. The B one fret (half step) down is 59. The Bb one fret (half step) down from that is 58, and so on. The D two frets (two half steps or one whole step) above middle C is 62. If a staff has been entered as tablature and you then change the staff to display as standard music notation, it will be displayed as standard music notation. However the reverse will not work unless the staff was originally created using tablature.

Entering Tablature

To enter tablature numbers, you must first specify the string and then the number. The strings are specified by the letters "a", "b", "c", "d", "e", "f", "g", "A", "B", "C", "D", "E", "F" and "G" in that order from top to bottom. If there are only 6 strings (as with a guitar), the letters "a" through "f" would be used to specify the first through sixth strings. After specifying the string, there are several possibilities:

- If the number for the string consists of a single digit, just press the key for that digit;
- If the number for the string consists of several digits, use the following letter shorthand: a = 10, b = 11, c = 12 and so on;
- If a slide has been entered for the current note and it is a chord, you can make the line invisible for the string by entering the letter **S**. Repeating the operation makes the line visible again.

Other things, like changing the current duration, work the same as with standard notation. To delete the previous note (i.e., tablature numbers), press the **Backspace** key. To create chords, press the **+** key. You can delete the number associated with a particular string by entering a blank for that string.

Tablature Options

The Tablature tab on the [Preferences menu](#) allows you to specify whether or not tablature numbers should have stems, if fret numbers are to be displayed above their respective strings instead of on them, the width of single bar lines (these are 1 in standard notation), and if the word **TAB** should be displayed at the start of tablature staves in the first system, in all systems, or not at all.

Slides

Selecting Slide from the Insert Menu first requires you to specify how many notes backwards the slide is to begin on. It inserts one or more slanted lines. If "Between" is selected, the line extends from the starting note to the next note (if both are sounded); if "Up Left" is selected, the line lies to the left of the starting note and slants up to the note; if "Down Left" is selected, the line lies to the left of the starting note and slants down to the note; if "Right Up" is selected, the line lies to the right of the starting note and slants up from the note; if "Right Down" is selected, the line lies to the right of the starting note and slants down from the note; if "Up Left And Between" is selected, it is as if a combination of "Up Left" and "Between" has been selected; and finally, if "Down Left And Between" is selected, it is as if a combination of "Down Left" and "Between" has been selected.

(Pressing the shortcut key /, the backslash, just after entering the second note for the slide is a faster way of getting the above started.)

There is one line for each tablature number or notehead (if standard notation is being displayed) in the starting note. Optionally these lines can be labeled just as with slurs by specifying text and a font. If there is a label, it can be shifted both horizontally and vertically using the two shift fields.

NOTE: For slides between chords, there should be the same number of pitches in each chord.

To erase the slide line for a particular pitch in a chord, specify the string and then enter **S** instead of a number. This will make any slides for that pitch invisible. Repeating the operation makes the slide visible once again.

To erase slides, select Slide from the Erase Menu. This deletes all slides associated with the current note.

Adding Standard Notation

If you have defined a piece solely using tablature and want to precede each tablature staff by its equivalent in standard notation, select Expand Tablature from the Tools Menu. It does just that and justifies the result. To reverse this operation and return to tablature only staves (for perhaps some editing), select Contract Tablature from the Tools Menu.

Saving a Piece

You can save the score in the current window by clicking on the Save tool or by selecting Save in the File Menu. If you don't include an extension, MusicEase automatically adds the extension "MEZ". If you don't want any extension, just conclude the name with a period.

You can save a piece under a different name than it was last saved by selecting Save As from the File Menu. If you enter the name of a file that already exists, you will be asked if you want to overwrite the file that currently has this name. Responding Yes overwrites the old file.

Loading a Piece

To load a score which has previously been saved in a file, click on the Load tool or select Load from the File Menu and select the file.

If you have edited the current score and not saved it, you will first be asked if you want to save the edited version of the score in the current window.

Printing a Piece

Before you print out a score, you might want to see how your score looks by pressing **Ctrl-V** or selecting Print Preview from the File Menu. Pressing **PgUp** and **PgDn** then allows you to see previous or following pages. This way you can see if staves are too wide to fit on the page. Click on the Close tool or press **Ctrl-V** again to leave print preview.

To print the score in the current window, click on the Print tool or select Print in the File Menu.

Entering the Title

To enter the title, select Title in the Edit Menu. The title can consist of any number of lines of text. Unless this is the first line of the title, you first must select the line number. Then enter the text for this line and select the font to be used for it.

Title lines are placed at the top of the first page. They are either centered or left adjusted depending on the value of the Title Position field in the Preferences menu.

To delete a title line, replace its text with blanks.

Entering the Lyricist

To enter the lyricist, select Lyricist in the Edit Menu. The lyricist can consist of any number of lines of text. Unless this is the first lyricist line, you first must select the line number. Then enter the text for this line and select the font to be used for it.

Lyricist lines are placed at the top of the first page at the left margin. The vertical position of these lines in relationship to the title can be altered in the Preferences menu.

To delete a lyricist line, replace its text with blanks.

Entering the Composer

To enter the composer, select Composer in the Edit Menu. The composer can consist of any number of lines of text. Unless this is the first composer line, you first must select the line number. Then enter the text for this line and select the font to be used for it.

Composer lines are placed at the top of the first page right adjusted to the right margin. The vertical position of these lines in relationship to the title can be altered in the Preferences menu.

To delete a composer line, replace its text with blanks.

A value of a solitary period is displayed as a blank. This allows the addition of more space before the first staff.

Page Layout

The Page Layout can be defined in the Preferences menu. It allows you to specify the values of the page length, page width, left margin, right margin, top margin, bottom margin, and the print orientation.

The print orientation specifies whether to print in the normal direction (portrait) or sideways (landscape). You can generally print fewer but wider systems in landscape mode.

You can specify horizontal measurements in inches, centimeters, or points. For vertical measurements you can also use lines. Use the following abbreviations:

" or In	Inches
Cm	Centimeters
Li	Lines
Pt	Points

Measurements will be displayed in the default unit. The default unit can be either inch, centimeter or printer's point.

Repagination

The score in the current window will be repaginated when Repaginate is selected from the Edit Menu. It is also automatically repaginated by several other commands such as Print and Print Preview.

MusicEase will fit as many systems as it can on a page. It uses the page length and top and bottom margins to calculate the area available for this. A dashed line will appear wherever it has determined a new page should start. Solid lines appear above staves where the user has manually inserted a new page (page break).

Systems are automatically spaced evenly vertically so that they fill the page except possibly for the last page. In the Preferences menu, you can specify whether or not to fill the last page. You can specify how much space in addition to the bottom margin to leave at the bottom of the last page by entering a vertical measurement in the Last Page Space field.

Cast Off

Casting off is the term used for breaking systems into short enough systems to fit between the left and right margins. If you have too few measures on a staff when it is justified, it will look too sparse. If you have too many, it will extend past the right margin. There are additional considerations. You want the last staff to have the same density of notes as previous staves. You may want the last page to be "filled".

MusicEase has a Cast Off (select Cast Off in the Tools Menu) command which does much of the above. It comes in two versions.

The Cast Off Quick version will divide the staves up in either the block or the entire score so that each contains the same number of measures. You specify how many measures this is to be. This casting off is done regardless as to whether or not all the resulting staves will fit between the margins when justified. Often popular and folk songs lend themselves to 3 or 4 measures per staff formatting.

The Cast Off Full version yields results that are closest to those described in the initial paragraph of this section. You can optionally specify the maximum number of measures per staff to appear. And you have some control over how tightly or loosely spaced the result should be. Tighter spacing means notes will generally be spaced closer together than normal while looser spacing means notes will generally be spaced further apart than normal.

Cast Off will not join systems with different numbers of staves. If you want the first measure of the current system to always be the first measure of a system after cast off is invoked, you can insert a New Staff (from the Insert Menu - professional version of MusicEase only). A New Staff can be removed using the Erase Menu.

Staff Line Thickness

The thickness of staff lines can be varied from 2 to 5 using the Preferences menu. The default thickness is 4.

Transpose

To transpose a score or block, select Transpose from the Tools Menu. You must enter the number of half steps by which to transpose, the direction (up or down) and whether inharmonically equivalent notes are to be used when possible. For example, the note A double flat is inharmonically equivalent to G. If you opt to use inharmonic equivalents, any A double flats which occur in the transposition would be replaced by G's.

When transposing, MusicEase first checks if the resulting notes would lie within the range of notes that MusicEase handles. This range extends from approximately three octaves below middle C to four octaves above. MusicEase changes chord names correctly when transposing but not chord frames.

Regenerate System

If it does not seem that a system is being displayed properly, you can have MusicEase regenerate the display of the system by pressing upper case **O** or selecting Regenerate System from the View Menu.

Regenerate Piece

You can have MusicEase regenerate the display of the entire piece by pressing **Ctrl-Shift-O** or selecting Regenerate Piece from the View Menu.

SongWright Songs

Songs in the SongWright format can be imported into MusicEase. Just load the SongWright file like any other file. MusicEase will detect that it is in SongWright format and automatically convert it to the MusicEase format after loading it.

After loading a SongWright file, you may first want to cast off the piece. You should justify it.

Currently chords in SongWright files are not imported.

Note: Over 6,000 folk tunes (mostly American) are available in SongWright format from the Digital Tradition on the World Wide Web.

System Requirements

MusicEase will run under Windows 3.1, Windows for Workgroups, Windows 95 or Windows NT 3.51 or later. For Windows and Windows for Workgroups, Win32s (version 1.30.172.0 or higher) must be installed. (Win32s is available for free from Microsoft Corporation. At the time this was created you could get a copy of the diskette version of Microsoft Win32s from <ftp://ftp.franz.com/pub/misc/win32s13.zip>. This zip file contains two subdirectories disk1\ and disk2\ which can be copied to two blank floppy disks.)

A minimum of 8 megabytes of memory is required - at least 16 megabytes is recommended.

Support Policy

Users of the registered version are entitled to full product support via mail or telephone for a period of not less than 90 days. Support may also be obtained via CompuServe email. If technical problems in the software are discovered within 90 days of registration, RMH Computer Services will, at their option, either provide a workable solution to the problem or a refund of the registration cost. After the initial 90 days, RMH Computer Services is only obligated to make reasonable effort to supply a revised copy of the software.

Support via mail is available at RMH Computer Services, PO Box 657, Beech Grove, IN 46107-0657 USA. Telephone support is available at 317-782-9903 between the hours of 08:00am - 06:00pm EST. Email support is also available via our BBS at 317-784-2147 24 hrs/day. You may also direct email to Richard Holler via CompuServe [73567,1547], Internet: 73567.1547@compuserve.com, FidoNet NetMail [1:231/290], and RIME private/routed email [->5056].

Sample Pieces

MusicEase comes with some sample pieces which can be loaded immediately and show some of the capabilities of MusicEase.

INV13.MEZ	A page of a Bach piano invention.
SILNIGHT.MEZ	"Silent Night".
RRBILL.MEZ	"Railroad Bill" using guitar tablature.
AVALON.MEZ	"Avalon" melody with guitar chord frames.
ORCH.MEZ	A page of an 8 instrument ensemble score.
BILINGS.MEZ	A page of a hymn in 4 voices.

Notes

New notes are entered using the current duration which is initially a quarter note. You can change the current duration at any time.

To enter a new note, use the lower case letter keys **a**, **b**, **c**, **d**, **e**, **f**, and **g**.

To enter a note an octave above, use the capital letter keys **A**, **B**, **C**, **D**, **E**, **F**, and **G**.

To enter a note an octave below, use the Alt key combinations **Alt-A**, **Alt-B**, **Alt-C**, **Alt-D**, **Alt-E**, **Alt-F**, and **Alt-G**.

Notes are entered with the accidental signs for the current key automatically attached to them. For example, suppose the current key is F in which the fourth degree is B flat. Then pressing **b** actually enters a note whose pitch is b flat.

To enter a note with an accidental sign, you first press the key corresponding to the desired accidental sign and then press one of the above listed keys. Accidentals are specified as follows:

#	= sharp
\$	= natural
%	= flat
Alt-3	= double sharp
Alt-5	= double flat

To enter a g sharp, press **#** and then **g**.

Current Duration

New notes are entered using the current duration which is initially a quarter note. You can change the current duration by pressing digit keys as follows:

- 1** = whole note
- 2** = half note
- 4** = quarter note
- 8** = eighth note
- 9** = sixteenth note

To obtain a dotted duration, press the **period** key before pressing the digit key. For instance, to change the current duration to a dotted quarter, press the **period** key and then press the **4** key.

To obtain a double dotted duration, press the **period** key twice before pressing the digit key.

The value of the current duration is displayed in the current duration tool on the toolbar.

An alternate but slower method of changing the current duration is to click on the current duration tool and select the desired duration from the menu that pops up.

Tutorial

[Creating a Simple Piece](#)

[Beams and Tuplets Example](#)

[Dotted Durations, Ties and Rests](#)

[Chords](#)

[Dynamics and Symbols](#)

[Two Voices](#)

[Multi-staff Systems](#)

[Slurs](#)

[Chord Frames](#)

Previewing the Piece

Before printing our song, let's see what a printout would look like now. Press **Ctrl-V** to invoke Print Preview. MusicEase now displays what the page would look like when printed out. The 6 staves are grouped together near the top of the page and extend about 2/3 across the page.

Press **Ctrl-V** again to exit from Print Preview.

Invisible Notes

Invisible notes are just like other notes except that they are not displayed. They have a duration just like other notes and can be inserted and deleted just like other notes.

There are 2 types of invisible notes: one kind to which things like symbols and slurs can be attached but which are not treated as invisible when single and double stemming are mixed on the same staff. To insert this type of invisible note, press **I** (upper case). This inserts an invisible note whose duration equals the current duration.

The second kind of invisible note to which symbols and so forth cannot be added but which are treated as if they were not there when mixed stemming is in effect can be entered by pressing lower case **i**. Unless you know you need the first type above, you should generally use this second type. If you have mixed stemming, you must use this second type.

Symbols

MusicEase provides a number of symbols which you can attach to the current note.

To add a symbol to the current note, press **s** or select Symbol from the Insert Menu. Then select the desired symbol.

To repeat the last Insert Symbol sequence, press **Ctrl-Z**. This is useful, for instance, when you want to create a number of staccato notes. Position the cursor at the first, press **s** and insert the first occurrence of the symbol, then move the cursor one note to the right and continuously press **Ctrl-Z** until done.

Changing the Location of a Symbol:

Symbols are positioned automatically around the note to which they are attached. You can override this positioning by selecting Shift from the Modify Menu and then selecting Symbol from the Shift menu. You first select the symbol of the current note to be shifted. Then you can shift it horizontally and vertically.

Default Fonts

There is a default font for lyrics, chords, text, and dynamics. They can be changed via the Preferences menu.

Any lyrics, chords, text, and dynamics defined using their default font are displayed using this default font. Changing the default font results in a change in the display of these items.

Operations

The following operations are possible:

- To print a song, select "Print" from the File Menu.
- To preview how a song will look before printing it, select "Print Preview" from the File Menu. Once in Print Preview, you can return to normal viewing mode by clicking on the Close tool or select Print Preview again from the File Menu.
- To hear a song played on the sound card in your computer, select "Play Music" in the Tools Menu or click on the Play tool.
- To transpose a song up or down any number of half steps, select "Transpose" in the Tools Menu. This requires the songs to be cast off and justified again to insure professional looking printed music.
- To exit, select "Exit" in the File Menu.

Preferences Menu

The Preferences Menu contains a number of tabs - "Default Fonts", "Tablature", "Page Layout", "Title Page" and "General". Any changes made here usually requires that the song be cast off and justified again to insure professional looking printed music.

The "Default Fonts" tab allows you to change the default fonts and sizes of lyrics, chords, dynamics, and text. There are two chord fonts: one for the first part of a chord name and another for the rest of the chord.

The "Tablature" tab allows you to customize the looks of staves displayed in tablature: should tablature numbers be displayed above lines rather than on lines, should stems be used in addition to numbers, should tablature staves be displayed using normal notation, should the word TAB be displayed vertically at the beginning of all tablature systems or just the first tablature system or not at all. The width of bars in tablature staves can be set from 1 to 6.

The "Page Layout" tab permits you to change the page and margin sizes. There is a separate value for the amount of blank space at the bottom (i.e., in addition to the bottom margin) of the last page and whether the last page should be filled (vertically justified). You can set the initial page number if it is to be different than 1. Orientation defaults to portrait but can be set to landscape. The amount of indentation of the first system of each song is initially set to 1/2 inch. Set this to zero for no indentation.

The "Title Page" tab provides a way to alter the position of title, lyricist and composer lines.

The "General" tab contains items relating to the display of staves and keyboard entry of notes. If notes are too closely spaced during input, you can increase the distance between newly entered notes. You can change the amount of horizontal space allotted to bars by justification. You can thicken or thin staff lines. You can change the default unit for measurements and the octave shift for newly entered notes. Initial barlines (at the beginning of staves) can be hidden. Curves can be forced to display as curves rather than as a series of lines (however, this slows down redisplaying considerably). You can also specify whether or not lyrics are to be included in the importation of ABC files.

Shortcut Keys

Shortcut keys allow you to invoke a number of the above described options by just pressing a single key. Below is listed each key followed by its associated option.

h	- Insert Chord menu
i	- Insert invisible note
l	- Insert invisible note to which you can add symbols, etc.
Alt-J	- Join the current and next notes
k	- Insert Key menu
l	- Insert Lyric menu
L	- Insert Clef menu
Ctrl-L	- Insert Lyric line menu
m	- Insert Meter menu
n	- Set Insert Note Entry mode
N	- Set Replace Note Entry mode
Ctrl-N	- Set Replace Pitch Note Entry mode
Alt-N	- Replace duration
+	- Set Plus Note Entry mode
-	- Set Minus Note Entry mode
_	- Set Beam menu
o	- Connect menu
O	- Regenerate system
Alt-O	- Regenerate piece
p	- Insert Page break
P	- Play
Alt-P	- Preferences menu
s	- Insert Symbol menu
t	- Insert Tie menu
T	- Transpose menu
u	- Set Note Entry Octave Shift to none
U	- Set Note Entry Octave Shift to one octave up
Alt-U	- Set Note Entry Octave Shift to one octave down
v	- Toggle current voice between upper and lower
Ctrl-V	- Toggle between Preview and Normal view
x	- Insert Text menu
y	- Insert Dynamic menu
Alt-Y	- Erase staff
z	- Zoom menu
'	- Insert a copy of the previous note or chord
"	- Insert a copy of the previous measure
Ctrl-'	- Insert a copy of the previous 2 measures
Crtl-"	- Insert a copy of the previous 4 measures
;	- Insert Tuplet menu
]	- Shift current note up one octave
[- Shift current note down one octave
 	- Insert Barline menu
\	- Insert Slide menu
Alt-\	- Toggle Display-curves-as-lines
/	- Insert a Slash (repeat beat)
Alt-/	- Repeat Measure menu
7	- Justify current system
Alt-7	- Unjustify current system
BackSpace	- Delete backward note
Ctrl-BackSpace	- Delete backward measure

Alt-BackSpace - Delete forward measure

Ctrl-2 - Toggle "Insert slur between 2 notes back and the previous note"

Ctrl-3 - Toggle "Insert slur between 3 notes back and the previous note"

Ctrl-4 - Toggle "Insert slur between 4 notes back and the previous note"

Ctrl-5 - Toggle "Insert slur between 5 notes back and the previous note"

Ctrl-6 - Toggle "Insert slur between 6 notes back and the previous note"

Ctrl-7 - Toggle "Insert slur between 7 notes back and the previous note"

Ctrl-8 - Toggle "Insert slur between 8 notes back and the previous note"

Ctrl-9 - Toggle "Insert slur between 9 notes back and the previous note"

Ctrl-0 - Toggle "Insert slur between 10 notes back and the previous note"

Ctrl-1 - Toggle "Insert slur between 11 notes back and the previous note"

Shift-Ctrl-1 - Toggle "Do not start a beam on the previous note"

Shift-Ctrl-2 - Toggle "Beam the last 2 notes together"

Shift-Ctrl-3 - Toggle "Beam the last 3 notes together"

Shift-Ctrl-4 - Toggle "Beam the last 4 notes together"

Shift-Ctrl-5 - Toggle "Beam the last 5 notes together"

Shift-Ctrl-6 - Toggle "Beam the last 6 notes together"

Shift-Ctrl-7 - Toggle "Beam the last 7 notes together"

Shift-Ctrl-8 - Toggle "Beam the last 8 notes together"

Shift-Ctrl-9 - Toggle "Beam the last 9 notes together"

Shift-Ctrl-0 - Toggle "Beam the last 10 notes together"

Slurs

Now we shall enter another short fragment dealing with slurs. Click on the Clear tool to erase any existing music. If you are asked if you wish to save the existing music, click on Disgard.

Again press **4** to change the current duration to a quarter note and enter the notes **f**, **g**, and **a**. Suppose now that you wanted to enter a slur extending from the first note to the third note. One way is to position the cursor at the first note and use Alt-I to pull down the Insert Menu and then select Slur. However a faster method is to press **S** (upper case) just after you have entered the last note in the slur. Then enter **3** for the number of notes back at which the slur is to begin and press **Enter**. Notice there are fields to enter a label and font for the slur if you want. This feature is mainly used in tablature notation.

(An even faster way is to press **Ctrl-3**. In this case you cannot enter any label for the slur. In general **Ctrl-N** where *N* is a digit adds a slur starting *N* notes back. For instance, **Ctrl-7** adds a slur starting 7 notes back. *N* = 0 represents 10 notes back while *N* = 1 represents 11 notes back. These keys work as toggles. For example, if you press **Ctrl-7** and see that you really meant **Ctrl-6**, you can press **Ctrl-7** again to remove the slur starting 7 notes back and then press **Ctrl-6**.)

Disregard the jaggedness in the slur. This occurs because of the low resolution of your screen. Printing uses higher resolution which will smooth out all slurs, ties and slanted lines. Since actual slurs are slow to produce, the default is to display slurs (and ties) as a combination of several straight lines on the screen which is much faster. However when printing, actual slurs are produced. The Preferences menu allows you to change this default behavior.

Note Menu

The Note menu allows you to control how and where a note is displayed to some extent. Select Note in the Modify Menu to invoke this.

By clicking on the Accidental button, you can force an accidental sign to display if normally it would not. Or vice-versa. You can also alter its position.

You can flip the direction of a stem and/or change its length.

If the note is the first note in a beamed group of notes, you can flip the direction of the beam.

The amount of horizontal space given to this note by justification can be increased. You can also shift the horizontal position of a note.

Nuances

For hammer-ons and pull-offs, use labeled slurs. For fretboard tapping, insert labeled slurs after justifying with the label "t" or "+". For certain types of slides, use a combination of a labeled slur and slide. Tremelos can be inserted as symbols.

The following features can be produced using overlays which are available with the professional version of MusicEase. For vibrato use an overlay with leader equal to "wavy". For shake or exaggerated vibrato, use an overlay with leader equal to "jagged". For muffled strings, use an "X" notehead.

The Note menu permits the enclosing of tablature numbers within parentheses. This can be used for tied notes on which, for example, a slide begins.

Merging a Piece

You can merge a score from a file with the score you are currently editing by selecting Merge from the File Menu. The file will be inserted just before the current note.

Justify

Usually you want to justify a staff so that it extends from the left margin to the right margin. (The exception is the first system which is often indented slightly.) This can be done by clicking on the Justify tool (there's one for the whole piece and another which justifies just the current system) or selecting Justify in the Tools Menu. When Justify in the Tools Menu is selected, you can optionally justify the entire score, just the systems in the block or just the current system. You can also unjustify staves with this menu (or with one of several Unjustify tools). This is useful when you need to edit a justified system. Newly entered notes usually will not have the same horizontal spacing as notes that existed when a staff was justified.

If the value of the Method field is "Equal", extra space is distributed "evenly" among all notes on a staff. If the value is "Linear", extra space is distributed more in proportion to notes' durations. This method may be more appropriate for instrumental music whereas the Equal method may be more appropriate for music with lyrics.

It may happen that a justified staff will extend past the right margin. You can see this using Print Preview. If such is the case, you should fix this before printing. One way to fix it is to make the staff shorter by inserting a staff/system break (press the **Enter** key) at a measure before the end.

If you want to change the spacing of notes, you can force a note to take up more width using the Note menu. This allows you to increase the width given to a note or rest. You should then justify the staff to see the new spacing. During justification this additional space will be taken from other notes on the staff if possible. Increasing a note's width in this way is also taken into account during cast off.

Play

To play the current piece as a MIDI file, click on the Play tool or select Play from the Tools Menu. If your computer has a sound card, this will play the piece.

If a block is currently defined, this will play just the block. Otherwise the entire piece will be played.

To terminate playback before it ends, press **Ctrl-Break**.

ABC Songs

Songs in the ABC format can be imported into MusicEase. Just load the ABC file like any other file. MusicEase will detect that it is in ABC format and automatically convert it to the MusicEase format after loading it. If the ABC file contains more than 1 song, you will be presented with a list of song titles from which to choose a title.

After loading an ABC file, you may first want to cast off the piece. You certainly should justify it.

Since only the professional version of MusicEase will display grace notes, no grace notes in ABC songs are displayed. However all the other notes in an ABC tune containing grace notes will appear.

As the ABC format does not provide a correspondence between song notes and lyric syllables, MusicEase is set initially so that ABC tune lyrics are not imported. However, MusicEase will import lyrics from an ABC tune if the corresponding check box on the General tab in the Preferences Menu is checked. For this to work, the lyrics must be hyphenated exactly like they would be in normal music notation. For instance, "Hey, the dusty miller, ..." needs to appear in the ABC file as "Hey, the dus-ty mil-ler, ...". In addition, the ABC notes must include slurs and ties wherever a syllable extends for multiple notes. For example, if the lyric "day" is to be prolonged over 3 notes, the 3 notes must be slurred together. Again this is exactly like it would be done in standard music notation.

Note: A large number of British, Scottish and Irish folk tunes are available as ABC songs from the ABC homepage on the World Wide Web. Most seem to be without lyrics. Its URL at the time of the creation of this help file is <http://www.gre.ac.uk/~c.walshaw/abc/>.

What's New

The following information is for users of previous (DOS) versions of MusicEase.

Some features of the DOS version no longer appear in this version of MusicEase. Many of these were no longer needed because of the switch to the Windows environment.

All pieces created by the DOS version can be imported into this Windows version. They must first be converted using the DOS program MECONVRT.EXE which resides in the MusicEase directory. This program must be run from DOS. It prompts for the name of the original file and the result file. The result file can then be loaded into this Windows version of MusicEase. (If you have a problem loading pieces created with versions of MusicEase earlier than 4.0, first load them into MusicEase 4.xx and save them, and then use MECONVRT.EXE on them.)

When loading MusicEase and you receive a Growstub error message, just ignore it by clicking on Close in this message and the following one. This message results from an error in older versions of the mouse driver. In reality, no harm is done.

MusicEase for Windows requires a minimum of 8 megabytes of memory to run --- at least 16 megabytes is recommended.

Pieces created by the Windows version cannot be loaded into the DOS version.

New features include:

- Any font available on your computer can now be used. However you should use only scalable fonts.
- All Windows printers are now supported.
- The display is completely WYSIWYG now. What you see is exactly how the piece will be printed out.
- You can now mix single and double stemming on a staff.
- Cast off has been improved.
- The display of a meter can now be forced.
- The mouse can be used to move the cursor and dragged to define the block.
- Arpeggios are not included in the calculation of the vertical space of a staff. So they can be extended through multiple staves.
- Lyric hyphenation has been improved.
- SongWright files can be loaded into MusicEase.
- ABC files can be loaded into MusicEase.

Topics

[ABC Songs](#)
[Accidental Signs Above Notes](#)
[Accidentals](#)
[Adding Standard Notation](#)
[Arpeggios](#)
[Barlines](#)
[Beam Scopes](#)
[Beams](#)
[Beaming Patterns](#)
[Beams and Tuplets Example](#)
[Block, The](#)
[Cast Off](#)
[Chord Example](#)
[Chord Frames Example](#)
[Chord Names and Frames](#)
[Chords](#)
[Clefs](#)
[Combining Two Notes into One](#)
[Creating Systems](#)
[Current Duration](#)
[Cursor Movement](#)
[Default Fonts](#)
[Deleting Notes, Rests and Chords](#)
[Dotted Durations, Ties and Rests Example](#)
[Dynamics](#)
[Dynamics and Symbols Example](#)
[Endings](#)
[Entering Tablature](#)
[Entering the Composer](#)
[Entering the Lyricist](#)
[Entering the Title](#)
[Expiration Date](#)
[Importing ABC Songs](#)
[Importing SongWright Songs](#)
[Initial Barlines](#)
[Invisible Notes](#)
[Justify](#)
[Keys](#)
[License](#)
[Loading a Piece](#)
[Lyrics](#)
[Merging a Piece](#)
[Meters](#)
[Multi-staff Systems Example](#)
[Note Entry Mode](#)
[Note Menu](#)
[Notes](#)
[Ordering MusicEase](#)
[Page Layout](#)
[Play](#)
[Preferences Menu](#)
[Printing a Piece](#)
[Regenerate Piece](#)

[Regenerate System](#)
[Repagination](#)
[Repeated Beats](#)
[Repeated Measures](#)
[Requirements](#)
[Rests](#)
[Saving a Piece](#)
[Shortcut Keys](#)
[Slurs](#)
[Slur Example](#)
[SongWright Files](#)
[Specifying Tablature](#)
[Staff Line Thickness](#)
[Staff Menu](#)
[Starting a New Page](#)
[Symbols](#)
[System Requirements](#)
[Tablature](#)
[Tablature Menu](#)
[Tablature Nuances](#)
[Tablature Options](#)
[Tablature Slides](#)
[Text](#)
[Tied Notes](#)
[Transpose](#)
[Tuplets](#)
[Two Voices Example](#)
[Voices](#)
[What's New](#)
[Zoom](#)

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- 1) The watermark (which displays on your printed output) is removed.
- 2) A number of additional symbols are available.
- 3) The expiration date is removed.

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Expiration Date

This unregistered, evaluation version of MusicEase has an expiration date of January 1, 2000. When the year 2000 is reached, this version of MusicEase will cease to function.

MusicEase Professional

MusicEase Professional is an advanced version of MusicEase which includes support for the following additional features:

- Thirty-second and sixty-fourth notes.
- Square, diamond, triangle and X notehead shapes.
- Files can be saved as standard MIDI format 1 files.
- MIDI files can be imported into MusicEase.
- Pieces can be scaled down to 20% of their normal sizes. Cast off and justify take this scaling into account.
- Additional symbols.
- Fingered tremelos.
- Invisible staves are supported. During MIDI playback, only visible staves are played. This also allows part extraction as when saving, you can specify that only visible staves will be saved.
- A single piece can be up to 40 pages long.
- Grace notes.
- Any piece can be quickly converted to a "shape note" piece as is found in Sacred Harp and other "Southern" songbooks. The shapes associated with scale degrees can be customized.
- Running heads (headers and footers).
- Overlays are provided which allow things like the creation of long wavy, jagged, dashed and solid lines often used for tremelos, shakes, 8VA and so forth.
- System dividers can be inserted between systems.
- Normal (round) notes can also be displayed as cue notes.
- Staves can have headings (instrument names) to their left.
- Measure numbers can be automatically added or deleted.
- Multiple measure rests.
- Phrase marks.
- Wedges (hairpins).

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