

# Welcome to School Music Master!

First, thank you for choosing to evaluate this product. This file contains a brief overview of *School Music Master*. Please read this file before going forward.

*School Music Master* is a powerful Windows based tool for school music management, program and performance planning, and songbook cross referencing. It incorporates the elements of a songbook cross-reference and a school music library database. *School Music Master* will help you manage your school music program more efficiently than ever before. You'll wonder how you ever got along without it.

It is our desire to provide a professional quality program at a reasonable price to our users. You will find all the detailed information that you need in the online help file. If for any reason you need more information, please feel free to contact us at the addresses listed in the Technical Support section located later in this file.

## Learning School Music Master

Learning *School Music Master* won't be difficult. Although the program is filled with a multitude of features and user options, it will be easy to learn. The Windows interface makes *School Music Master* easy and enjoyable to use.

Read through the online help file to gain more knowledge about *School Music Master*. If you find yourself in a position where you need information that pertains to a specific section of the program, [Click] the help button if you are in a dialog box. A help file will appear with information relating to the current part of the program that you are in.

If you are an experienced Windows user, feel free to jump right in. You will find that most of the familiar procedures for Windows based programs are incorporated into *School Music Master*. Experienced Windows users may not need to open the help file at all. The program will be obvious to you. Like most Windows programs, there are several ways to do one task. There may be a button, a menu item and maybe a left, right, or double-click of the mouse button that accomplishes the same task. Read the online help file for specific shortcuts and hints.

## Using Online Help

An online help file is provided for your reference. Every window in the program contains a help menu. Pull down the help menu and select the appropriate menu item for your help needs. The help file will appear when the help button in the title bar of dialog boxes is selected as well.

## Creating a Program Order in Program Master

Once you have had a chance to look through the various screens, it is now time to learn how to set up a program order. [Click] the Library Menu and select *Program Master*. The *Program Master* screen appears and you are ready to set up a program order. Pull down the

Songbook Menu and select the songbook that you will be using. The program will put a check beside the appropriate songbook title. The demo version includes one demo songbook, but the registered version includes all listed songbooks.

Then, using the calendar select a date for your program. Use the year and month buttons at the bottom of the calendar to navigate. (Hint: [Double-Click] on the calendar's Month/Year bar. A Jump To dialog box appears. Select a month, day, and year for your program order.)

Once the date is selected, enter a title for your program in the Program Title box at the top of the screen. This title is essential for distinguishing between several program orders for one day. For example, you may have an 8:00 am program, a 11:00 am program and a 7:00 pm program. You can have as many programs as you wish for any one day, including a schedule template (See templates in the help file). For special occasions you may use a title like Easter Program, etc.

Now that the date and title for your program has been set, it is time to enter the information into the program order. After you get familiar with the program, you will find that you can do this in several ways. The most basic way is to search for the song in the Available Song box towards the bottom of the screen. You can either use the arrow buttons to scroll through the Songbook Database, or you can type a number in the Find # box. The database will automatically jump to that song number. [Double-Click] on a line in the program order and the Edit line dialog box appears. Song Number will be selected with the song that you selected already in the box. From this box, you can edit the title of the song, the comment area, and even the item field that contains the song number. Select [OK] and the song is entered into the program order. (Hint: For quick entry of songs, if you already know the song number that you want to use, just [Double-Click] a blank line in the program order. When the Edit Line Dialog Box appears, type over the selected song number and the appropriate information for the song that you just selected will appear in the dialog box. [Click] [OK] and your entry will be entered into the program order.)

If you want to enter information in a line other than a song, [Double-Click] a blank line in the program order and the Edit Line dialog box appears with the currently selected song in the Song box. [Click] Other Item and enter the appropriate information in the boxes on the right side of the dialog box. (i.e. Prayer, Dr. Brown, etc.)

The Item, Description, and Comment columns can be resized to fit your own needs. Just place your mouse cursor between the title bars and [Click] the left mouse button to resize them. For most purposes, the standard view will do just fine. If you need more room, [Click] the little black square between the Comment title bar, and the scroll bars towards the top of the program order. The program order will automatically switch to Wide View. You should now be able to see all the information that you need to. You can still resize the columns in wide view if you need to.

Continue entering information until you are comfortable with the interface. If you make a mistake, you can [Click] a line to bring up the Edit Line dialog box where you can fix your mistakes. Or, highlight the line in question and [Click] on the Edit Line Button on the tool bar. (It looks like a piece of paper with a pencil that is erasing part of the contents of that page.) To create more than one program order on a day, [Click] the Add New button in the toolbar (It looks like a blank piece of paper) or pull down the Program Menu and select Add New Program. Follow the steps previously stated to set up another program order. You will notice that the two arrow buttons on the tool bar will light up if you have more than one program order on a day.

## Creating Library Records

The Library section of ***School Music Master*** contains 4 individual Libraries. They are:

Equipment Library  
Music Library  
Publisher/Dealer Library  
Personnel Library

For the most part, the libraries are self explanatory. Just fill in the blanks and you are ready to go. Because ***School Music Master*** has been written to accommodate the user, most of the drop down boxes contained in the libraries are user-defineable. This means that you can customize the program to fit your own specific needs.

Pull down the Library menu and select the library that you want to use. If you choose the Publisher Library, you will notice that we have taken the liberty of entering 50 of the most popular Publishers for you in the registered version. You can keep these or delete them as you see fit. To add a new record, press the Add New Button located on the toolbar. (It looks like a blank piece of paper.) Fill in the blanks and [Click] Add New to start a new record, or [Click] on the Save Button (The Blue Diskette) to save your information.

You will learn how to customize all the libraries for your specific needs later in the help file. Use the Arrow Buttons located on the toolbar to switch to other records. You can also [Click] on the Browse Button (First button on the left of the toolbar) to get a list of your records. This will be one of the features that you will love most about ***School Music Master***. The Browse List lets you jump to a specific record. For more on the Browse List, see the online help file.

You will also learn how to edit all the of the drop down boxes to reflect the names of your specific choirs, and other things that will be specific to your school. (See "Preferences" in the help file) This is one of the pluses of ***School Music Master***. It is easy to customize the program for your specific needs. You will notice that once you've learned how to use one library, the rest will be fairly simple. All of the libraries are very similar.

## Recommended System Requirements

An IBM compatible 486 computer with 4 MB RAM  
Hard Drive and 3.5" High Density floppy disk drive as well as a mouse.  
Microsoft Windows 3.1 or later.  
Dot Matrix, Ink Jet, or Laser printer.  
Approximately 5 MB of hard disk space.

## Technical Support

Free Technical Support is available through E-mail and US mail. For technical assistance please send electronic mail to:

Internet: cmptek@aol.com  
America Online: CMPTEK

or U.S. mail to:           Composer's Manuscript Press  
                                  c/o Wakefield Development  
                                  749 Okie Ridge Road  
                                  Yukon, OK 73099

### **Your Computer**

***School Music Master*** will run on any IBM compatible 386DX or 486 using Microsoft Windows 3.1 or later. You will find however, that like most Windows programs, a faster computer will always get better results. One of the most helpful things you can do to speed up your computer is to add more RAM. We recommend at least 4 MB of RAM with 8 being preferable.

What can you do to increase ***School Music Master***'s speed? Close other programs that are running in the background. The more Windows resources you have free, the better ***School Music Master*** will run. Also, learn to use ***School Music Master*** without loading the entire songbook into the Browse Box. Use the search box to narrow the group of songs that you are pulling into the Browse Box. Or, learn to use the Quick Browser for most of your cross referencing needs. You will find that the slowest part of ***School Music Master*** is loading the entire list of songs into the Browse Box. We have taken every effort to speed this process up, however, when pulling a list of over 600 songs into the Browse Box, it does take a few seconds. (To learn about the Browse Box, search for Browse Box in the online help.)

If you are prepared to speed up ***School Music Master*** by enhancing your computer, you have several choices. On any computer, more memory (RAM) will help a lot. Most PCs come equipped with at least 4 megabytes of RAM. If you have more than 4 megabytes of RAM, you will notice a significant improvement in performance. You can also buy an accelerator card for your computer which would speed things up. Faster hard drives and RAM cache are other options to enhance your computers performance.

### **Our Personal Thanks**

We would like to take this opportunity to thank you for evaluating ***School Music Master*** for Windows. We have worked hard to make this program as easy to use as possible. It is our hope and desire that this program will make you more organized and productive, and ultimately help you in furthering your ministry. We are determined to provide you with a professional quality program at a reasonable price. We welcome all suggestions both big and small, so feel free to write us with your suggestions. We really do listen! This product is full of the suggestions that we received from those customers that purchased previous versions our software. Once again, thank you for choosing to evaluate School Music Master. We hope you enjoy it!