Copyist 4.0

for

Microsoft® Windows

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Introduction

Copyist provides you with all the tools you need for creating a score from the ground up, or for fine tuning a score created in QuickScore Deluxe, Professional or Elite and saved as a Copyist file.

Copyist treats notes, staves, clefs and other musical characters as *graphical* elements, and allows you the freedom to place elements on the page regardless of musical rules. This freedom allows you to easily create small excerpts to be included in work that is predominantly text, as well as very complex scores which are very difficult to create using software which must follow musical rules.

The placement and editing of objects such as staves, clefs, time signatures, key signatures, notes and note markings is accomplished with both mouse operations and with the use of an extensive command key system.

Getting Started

System Requirements

Copyist requires a 33 MHz 386 or faster Windows compatible computer and a minimum of 4 megabytes of RAM to operate. A 33 MHz 486 or faster machine with 8 megabytes of RAM is recommended. Windows 3.1 or greater is required.

Installation

To install Copyist, put the Copyist program disk into your disk drive, make sure **Windows** is running and select **Run** from the **Windows Program Manager File** menu.

- Type "**a:install**" if your floppy disk is in **drive A**.

- Type "**b:install**" if your floppy disk is in **drive B**.

Press **ENTER**. Copyist will now install itself onto your machine.

When Copyist installs itself, you will be asked a number of questions. In most all cases, the answer should be obvious.

When the installer starts, you are given the choice to install Copyist or not. Make sure **Install Copyist** is selected and click on the **OK** button.

Answer **Yes** to "**Do you wish to install the Copyist Demo files?**" if this is the first time that you are installing Copyist. If you've already installed these files to the directory in which you are now installing Copyist, you can answer **No** if you like.

Next you must select the drive onto which you wish to install Copyist. Normally you will choose one of your fixed drives. Usually this is **drive C**. You need at least 2.0 megabytes free on the drive on which you

want to install Copyist. When you've selected the drive you want, click on **OK.**

Choose the installation directory for Copyist. This is where Copyist will put all its files. If you don't like the default CPYWIN, you can type in a different directory.

The installer will next check to see if you have already installed Copyist to the directory you specified. If it detects a prior installation you will be asked if you want to proceed.

If you go ahead, Copyist will proceed to install itself in your installation directory.

Next you are advised that Copyist needs the **Mozart TrueType font**. If you already have this font on your system (probably because you have installed a previous version of Copyist or QuickScore), you can reply **No**. You can also reply **No** if you want to install the font yourself from Windows. The Mozart font is in the file MOZART.TTF in the installation directory. If you want to install the font yourself, see the section on installing fonts in your *Windows User's Guide*.

Finally you are asked if you want to create a program group for Copyist. Normally you will reply **Yes**. You can reply **No** if you already have a program group for Copyist that is properly set up.

That's it! Copyist is now installed on your computer. Before you quit the installation program, take a look at the **readme file** (click on **Yes** when you are asked if you want to look at it) to see if there is anything that is not in the manual that you should know about. You can print this file (it is the file README.DOC in the directory in which you installed Copyist) by loading it into the Windows Notepad and printing it from there.

Registration

Make sure you fill out and send in your registration card. It is important that you are in our database so that we can provide you with technical assistance when you need it. If you haven't sent in your registration card, we can only give you limited assistance in setting up Copyist. Sending in your registration card will also help us know who you are so we can send you information about product updates and special offers.

Moving Within a Score

Moving the edit cursor within a score can be done either with the mouse or from the keyboard.

Moving the Cursor

The placement of symbols is determined by Copyist's edit cursor , a small rectangular box that can be moved anywhere on the screen using the mouse and the cursor arrow keys.

To move the edit cursor with the mouse, simply click the left mouse button anywhere on the screen - the edit cursor will immediately jump to that position, with the center of the edit cursor aligned to the tip of the mouse pointer.

To move the edit cursor with the cursor arrow keys, use **Left Arrow**, **Right Arrow, Up Arrow** and **Down Arrow** to move the edit cursor one space in the corresponding direction. **CTRL+Left Arrow** or **CTRL+Right Arrow** will move the edit cursor to the next or previous note in the current staff and **CTRL+PAGE UP** and **CTRL+PAGE DOWN** will move the edit cursor to the previous bar or the next bar. The **HOME** key moves the edit cursor to the previous staff and **END** moves it to the next staff. **CTRL+HOME** returns the edit cursor to the top of the page and **CTRL+END** moves it to the end of the page.

Use **PAGE UP** and **PAGE DOWN** to scroll the display to view other portions of the page. You can also use the scroll bar at the right of the Copyist window to scroll the display up or down.

Selecting, Deleting and Inserting Pages

Page commands are two-key sequences that are used to move to different pages within a score or to do page level editing to the score as a whole.

action	keystrokes
go to next page	pn
go to previous page	pp
go to first page	pf
go to last page	pl
insert page	pi
erase page	pe

You can also use tools on the Copyist toolbar to select, delete or insert a page.

The **Page Select Tool** is the third tool from the right in the Copyist toolbar. This tool allows you to select a new page. In the center of this tool you see the number of the page in your score you are currently viewing. Clicking the page number itself brings up a small dialog box; type in the number of the page you wish to go to and Copyist will immediately jump to that page. Clicking on the right arrow will cause the next page to be brought up onscreen and clicking on the left arrow will cause the previous page to be brought up onscreen.

The **Insert Page Tool** is the second tool from the right in the Copyist toolbar. Clicking on this tool causes a new page to be inserted before the current page.

The **Delete Page Tool** is the tool at the far right in the Copyist toolbar. Clicking on this tool causes the current page to be deleted.

Gauging Vertical and Horizontal Position

Press the **Insert** key and the cursor will change to a cross that extends to the edges of Copyist's window. This allows you to see exact vertical and horizontal alignment of symbols if you need to. Press the **Insert** key again and the cursor changes back to a box.

Entering Symbols

Inserting from the Non-adjustable Symbols Palette

Click on the Non-adjustable Symbols button in the Copyist Toolbar (the fourth button from the left.) The Non-adjustable Symbols palette will appear, showing you all of Copyist's non-adjustable symbols.

Select the symbol you want by clicking on it. The symbol you choose appears on the Non-adjustable Symbols button.

Now enter the symbol on your page. Do this by holding down the **SHIFT** key and clicking and holding down the left mouse button. The symbol will appear at the mouse cursor. As you continue to hold down the **SHIFT** key and to hold down the left mouse button, you can move the mouse and the symbol will follow, until you have positioned it where you want it on the page. When the symbol is positioned where you want it, lift the left mouse button and the symbol will be placed onto the page.

Inserting from the Adjustable Symbols Palette

Click on the Adjustable Symbols button in the Copyist Toolbar (the fifth button from the left). The Adjustable Symbols palette will appear, showing you all of Copyist's adjustable symbols.

Select the symbol you want. This symbol now appears on the Adjustable Symbols button.

Enter the symbol on your page by moving the mouse pointer to where you want the left edge of your symbol to appear and dragging the right

mouse button to the right. The symbol will appear, with three adjustment handles which let you change its shape and move it before you drop it onto the page.

If you want to move the start of the symbol, click the left mouse button on the left adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the start of the symbol.

If you want to move the end of the symbol, click the left mouse button on the right adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and changing the end of the symbol.

If you want to move the symbol up, down, left or right, click the left mouse button on the middle adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the position of the symbol.

Once you have properly adjusted and positioned the symbol, click the right mouse button or press the **ENTER** key to drop the symbol onto the page. You can press the **ESCAPE** key if you want to cancel the operation.

Inserting from the Keyboard

Single-Key Symbols

There are a number of symbols which can be placed into a score by moving the edit cursor to the desired location and typing the single keystroke shown in the following table:

symbol	keystroke
sharp	s
flat	f
natural	n
double sharp	x

dot	d
half note head	h
whole note head	w
quarter note head	b
quarter note head to left of downstem	l
half note head to left of downstem	L <Shift>l
quarter note head to right of upstem	k
half note head to right of upstem	K <Shift>k
drum note head	X <Shift>x
closed diamond note head	v
open diamond note head	V <Shift>v
ledger line	z
staff	S <Shift>s
single staff line	Z <Shift>z
guitar staff	G <Shift>g
piano marking	P <Shift>p
forte marking	F <Shift>f
mezzo marking	M <Shift>m
number (for key sig)	0 .. 9
fingering number	<Shift>1 .. 5

Multi-Key Symbols

The following symbols require multiple (two or more) keystrokes. As with the single-key symbols, they are entered at the cursor location.

symbol	keystrokes
treble clef	ct

bass clef	cb
treble clef 8va	cT
bass clef 8vb	cB
alto clef	ca
drum clef	cd
damper pedal on	D+ \<Shift\>d+
damper pedal off	D- \<Shift\>d-
common time	C+ \<Shift\>c+
cut time	C- \<Shift\>c-
stems	\<direction\>\<duration\>
rests	r\<duration\>
bar lines	\<F6\>\<line style\>\<number of staves\>
turn	ot
reverse turn	oT
mordent	om
mordent with slash	oM
lower fermata	of
upper fermata	oF
grace note	og\<direction\>
copyright	oC
open circle (harmonic)	oh
accent	oa
straight cross	ox
heavy accent	oA
tenuto	oo
up martele	ou
down martele	od
up bow	oU

down bow	oD
repeat	oR
measure rest	or
grand pause	oG
segno	os
coda	oc
first 10 user symbols	A<1..0>
last 10 user symbols	A< <Shift>1..<Shift>0 >

Directions

up	-
down	+

Durations

whole	w
half	2
quarter	4
eighth	8
sixteenth	1
thirty-second	3
sixty-fourth	6

Line Styles

vertical line at left of cursor	l
vertical line at right of cursor	r
end line (at right of cursor)	e

brace	b
curly brace	c
dotted line	d
left repeat	L
right repeat	R

Numbers of Staves

1 .. 9

Clefs

The treble, bass and drum clef keystroke commands may be executed with the cursor on any line of the staff, and Copyist will automatically center the symbol on the correct line. However, when shift-dragging these clefs from the symbols palette, you'll need to manually position them correctly on the staff.

The alto clef symbol can be used to create other clefs as well, so the cursor must be properly centered when entering the alto clef from the keyboard. The less common tenor, soprano or mezzo-soprano clefs may be created by centering the cursor on the second line from the top, the bottom line, or the second line from the bottom, respectively and typing **ca**. Alternatively, you can shift-drag the alto clef symbol from the symbols palette to any position on the staff.

Drum clefs placed with the keyboard command **cd** cannot be placed directly on a percussion staff (they will instead jump to the nearest five-line staff). To place a drum clef on a percussion staff, you must shift-drag it from the symbols palette, or move it there after entering it with the keyboard command.

Time Signature

The Common and Cut-time signature abbreviations formed with the **C+** and **C-** commands should be created with the cursor centered on the middle line. Alternatively, you can shift-drag them from the symbols palette to any point on the staff.

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Stems

When creating stems, the stem will go up from the cursor position if the **-** (minus) key is pressed, and down if **+** (plus) is pressed. This may seem to be backwards at first, but our experience has shown that this arrangement makes more sense when using the + and - keys on the numeric keypad, due to the placement of these keys. Stems for small note heads are somewhat shorter than those for normal note heads.

Rests

Rests are created from the keyboard by pressing **r** followed by a duration value. If entered from the keyboard, rests should be placed with the cursor centered on the middle line of the staff, except for whole note rests, which are created with the cursor centered on the second line of the staff. As usual, you can shift-drag rests of any duration from the symbols palette to any point on the staff.

Bar Lines

Bar lines are created by pressing **F6** followed by a style key, as listed in the table above, and the number of staves the bar line should encompass, starting with the current staff. Alternatively, you can select any bar line symbol from the adjustable symbols palette and manually place them anywhere on the staff and then adjust them to any length. The brace or curly brace is used at the beginning of each staff, the end line only at the end of a score or section, and the regular bar line at all other bar line locations. Bar lines are treated as part of the staff by the editing commands.

Editing Symbols

Selecting an Individual Symbol

To edit an individual symbol, you have to first select it by double-clicking on it with the left mouse button. Copyist will find the single object whose beginning is closest to the mouse pointer. An Edit menu will appear, containing menu items that depend on the type of object selected.

Selecting a Group of Symbols

To select a group of symbols, drag the mouse over the symbols, (click and hold down the left mouse button and move the mouse until you have encompassed all the symbols and then release the mouse button). The selected symbols will be highlighted in reverse video and the Range Edit menu will appear.

Vertical Range Editing

There are a number of special "vertical" edit commands which can be applied to a vertical range the width of the entire page.

To define a vertical range, drag the cursor down and to the **left** while holding down the left mouse button. An area the full width of the page will be displayed in reverse video and the Vertical Edit menu will appear.

This menu allows you to **erase** the defined area (normally used to bring systems or staves closer together) or to **insert** extra blank space between systems or staves to improve legibility or to make room for text or special

symbols like slurs and dynamics. You can also **cut**, **copy**, or **move** the defined area.

Edit Operations

Cut

Cut removes the selected symbol(s) from the score and places the data into the paste buffer, so that, if desired, it can then be pasted elsewhere in the score or into the pasteboard.

Copy

Copy copies the selected symbol(s) and places the data into the paste buffer without removing the data from the score. Copied symbols can then be pasted elsewhere in the score or into the pasteboard.

Paste copied or cut symbols using **Paste**, available under the Edit menu or by pressing **CTRL**+**V**. Paste pastes the most recently cut or copied symbols at the cursor location. When you first paste a selection, the cursor changes to a cross. You can then move the pasted symbols or range or symbols anywhere on the page using the mouse or the arrow keys. Once you have it positioned correctly, drop the symbols on the screen by pressing **ENTER** or clicking the right mouse button.

Move

The **Move** option allows you to move any symbol or range or symbols to another position on the page.

After this command is executed by selecting it from one of the edit menus, the selected symbol or symbols will appear slightly distorted (xored) and the mouse pointer will change to a cross. You can now move the selected symbol(s) to any position on the screen using the mouse or the cursor keys. For even finer control, hold down the **CTRL** key while pressing the cursor arrow keys - the selected symbol(s) will move in the specified direction one screen pixel at a time. Once you everything positioned correctly, drop the symbol(s) on the screen by pressing

ENTER or by clicking the right mouse button. You can cancel the Move operation by pressing **ESCAPE**.

Beam

The **Beam** command in the Range Edit menu allows you to add beams to groups of notes. It also allows you to add stems to individual note heads or groups of note heads.

First select the notes you want to beam by dragging the mouse over them. Do this by clicking and holding down the left mouse button and moving the mouse until you have encompassed all the symbols, and then releasing the mouse button. The selected notes are highlighted in reverse video and an edit menu appears. Select **Beam** from the edit menu. Choose one of the durations from the submenu, and then either **Beam Up** or **Beam Down** from the next submenu.

If you want more than one duration for your beamed grouping (for example a dotted eighth beamed with a sixteenth), choose **Complex** for the duration and then **Beam Up** or **Beam Down** from the next submenu.. Now for each note in your group, select the duration for that note from the dialog that appears. The **Skip Note** option in this dialog gives you the opportunity to leave selected notes within the group unbeamed.

If you are beaming a single note head, a stem and flags are added to your note head according to the duration and direction you specified from the beaming submenus.

Adjust

Adjust Note

To adjust the placement of an individual note within a beamed grouping, double-click on the note to select it and then choose **Adjust Note** from the Edit menu. The mouse pointer will change to a cross. By holding down the left mouse button or by using the keyboard cursor arrow keys, you can drag the note to any new position. If you press and hold the **CTRL** key while using the left and right arrow keys, you can move the note left or right one pixel at a time. Press the right mouse button or press **ENTER** to complete the operation. To abort the adjust operation at any

time, press **ESCAPE**. Note that the Adjust Note function does not work when an individual note that is not within a beamed grouping is selected.

Stem Height

To adjust the stem height of an individual note (or even the stem height of a note within a beamed grouping), double-click on the note to select it and then choose **Adjust Stem** from the Edit menu. A small handle will appear to the left of the note (indicating the stem height) and the mouse pointer will change to a cross. By holding down the left mouse button or using the keyboard up/down cursor arrow keys, you can then drag the stem to any new height. Press the right mouse button or press **ENTER** to complete the operation. To abort the adjust operation at any time, press **ESCAPE**.

 To adjust one or more stems simultaneously, use the mouse to draw a range around the stem or stems you wish to adjust (be careful to include all note heads and stem symbols). From the Range Edit menu that appears, select **Adjust**. Select **Upper Flags** or **Lower Flags**, and the stem height handle will appear, as described in the previous paragraph. Follow the directions in the previous paragraph to adjust your stems.

Adjust Symbol

To adjust an adjustable symbol (that is, one from the adjustable symbols palette) double-click on it to select it and choose the **Adjust** option from the Edit menu.

Two or more handles will appear on the object and the mouse pointer will change to a cross. For most objects, the left handle affects the start of the object, the middle handle allows you to move the object and the right handle affects the end of the object. Click on one of the handles and hold down the left mouse button while dragging to adjust the selected object. Handles can also be selected by typing **TAB** (next handle) or **SHIFT**+**TAB** (previous handle) and adjusted with the keyboard arrow cursor keys. If the middle handle is selected, pressing and holding down the **CTRL** key while using the left and right arrow keys allows you to move the object left or right one pixel at a time. When the selected adjustable symbol has been adjusted to your satisfaction, click the right mouse button or press **ENTER** to complete the operation, and the mouse pointer will return to its normal arrow shape. To abort the adjust operation at any time, press **ESCAPE**.

You can also select an adjustable symbol to adjust by drawing a range around it with the mouse. From the Range Edit menu that appears, select **Adjust** and then select **Symbol** from the submenu. Now adjust your symbol as described in the preceding paragraph.

Adjust Beam

To adjust an individual beam, double-click on the top left edge of an upper or cross beam grouping or the bottom left edge or a lower beam grouping to select it. Now select **Adjust Beams**. The mouse pointer changes to a cross and two handles appear - one to the left of the beam and one to the right. The left handle adjusts the height of the beam, while the right handle adjusts the beam angle. Select either, and press and hold the left mouse button while dragging or use the keyboard cursor arrow keys to adjust the beam (the up/down cursor arrow keys always affect beam height while the left/right cursor arrow keys always affect beam angle). If you are adjusting an upper beam and you move the left handle below the note heads, the beam will change to a lower beam. Similarly, if you are adjusting a lower beam and you move the left handle above the note heads, the beam will change to an upper beam. Moving the left handle above or below the center point of a cross beam grouping will cause the beam to change to an upper or a lower beam, respectively. When the selected beam has been adjusted to your satisfaction, click the right mouse button or press **ENTER** to complete the operation, and the mouse pointer will return to its normal arrow shape. To abort the adjust operation at any time, press **ESCAPE**.

To adjust one or more beams simultaneously, use the mouse to draw a range around the beam or beams you wish to adjust (be careful to include all note heads and beam symbols). From the Range Edit menu that appears, select **Adjust**. The first three options in the submenu allow you to specify whether you want to adjust all beams, only upper beams, or only lower beams. Select one of these three, and the beam height and beam angle adjust handles appear, as described in the previous paragraph. Follow the directions in the previous paragraph to adjust your beams.

Next

The **Next** menu item allows you to select between two objects that are overlapping (for example, a note and a ledger line).

Deleting Symbols Using the Keyboard

Symbols that are entered from the keyboard can be deleted by putting the cursor on the symbol (exactly where it was entered) and pressing **DELETE** and then the key combination that was used to enter the symbol.

Tools

Text Tool

The A is the text tool. Select it when you want to enter text. To enter text, first create a box by dragging the mouse. (Click and hold down the left mouse button, move the mouse down and to the left, and then release the left mouse button.) Now you can enter text into the box.

The box can be moved by dragging with the right mouse, and resized by dragging the boundaries. Clicking outside an open text box closes it. Clicking on a closed text box opens it.

You can change the font for the text in the current and subsequent text boxes using the **Font** menu item under the **Character** menu.

Automatic Ledger Lines Tool

This tool allows you to toggle the automatic ledger lines function on or off. When ledger lines are present in the box, the automatic function is on; any new notes you add above or below a staff will automatically have ledger lines added. To turn this function off, simply click on the box once - the ledger lines will disappear and any new notes you add above or below a staff will be placed without ledger lines. When you start Copyist, automatic ledger lines are set to on.

Note Size Tool

This tool allows you to toggle between normal and small-sized note heads, accidentals, beams, stems and clef symbols. When a full-sized note is displayed in the box (the default), all newly entered note heads, accidentals, beams, stems and clef symbols will be full size. Clicking on

the tool causes a small note to be displayed, and all newly entered note heads, accidentals, beams, stems and clef symbols will be small-sized.

Non-adjustable Symbols Palette Tool

Clicking on the non-adjustable symbols palette tool causes the palette of non-adjustable symbols to pop up. When you click on the symbol you want to enter, the palette will disappear and the symbol you have selected will be displayed on the tool. (When you first launch Copyist, the bass clef symbol is shown.) The selected symbol can now be placed anywhere in the score editor by shift-dragging (pressing and holding the computer keyboard **SHIFT** key while pressing and holding the left mouse button and moving the mouse).

Adjustable Symbols Palette Tool

Click on this tool to cause the palette of adjustable symbols to pop up. When you click on the symbol you want to enter, the palette will disappear and the icon on the tool will change to the symbol you selected. (When you start Copyist, the Tie Up symbol is shown.)

The symbol you selected can be placed anywhere in the score editor by positioning the mouse pointer and then clicking and holding the right mouse button while dragging (usually downward or to the right). Adjustable symbols always have one or more adjustable handles which appear as open or closed diamonds. While an adjustable symbol is being placed or adjusted, the mouse cursor changes to a cross. For most adjustable symbols, the top handle stretches it upwards, the bottom handle stretches it downwards, and the middle handle allows for free movement of the symbol anywhere on the screen.

To adjust the symbol during placement, click on any of the handles and press and hold the left mouse button while dragging. After you have the symbol placed and adjusted correctly, you drop it on the screen by clicking the right mouse button or by pressing the **ENTER** key. If you change your mind and decide not to drop the adjustable symbol (either before or after adjusting it) press the **ESCAPE** key and the symbol will disappear.

Page Select Tool

In the center of this tool you see the number of the page in your score you are currently viewing. Clicking the page number itself brings up a small dialog box; type in the number of the page you wish to go to and Copyist will immediately jump to that page. When you click on the right arrow the next page is brought up onscreen and when you click on the left arrow the previous page is brought up onscreen.

Insert Page Tool

Click on this tool to insert a new page before the current page.

Delete Page Tool

Click on this tool to delete the current page.

Status Area

The status area is at the bottom of the Copyist window. This area provides you with some visual indicators of the status of Copyist.

Current Page

The current page number and the maximum page are displayed in the area first from the left in the status area.

Cursor Position

The current X and Y cursor position are displayed in the area second from the left in the status area.

Keyboard Command Keystrokes

The third area from the left in the status area shows you the keys that you've pressed when entering symbols from the keyboard. When a keyboard command has been completed, "Ready" is displayed in the keystroke area.

Menu Item Description

In the area furthest to the right in the status area the description for the currently highlighted menu item is displayed. When no menu item is highlighted, "Ready" is displayed in this area.

Menus

File Menu

New

Select **New** to create an empty, unnamed Copyist file. It is not necessary to close any currently open files before selecting a new file. If you have edited the currently open file and haven't saved it, Copyist will ask you if you wish to save it before loading the new file.

Open

Select **Open** to open a file that already exists. This option brings up the Windows Open File dialog. If you have edited the currently open file and haven't saved it, Copyist will ask you if you wish to save it before loading the new file.

Save

Choose **Save** to save your file. If you have not named your file yet, the **Save As** dialog appears and you will be able to give a name to your new file before you save it.

Save As

Choose **Save As** when you want to save your work to a file with a new name.

Export Picture

Select **Export Picture** to save a page of a Copyist score in BMP or TIFF format. Select the resolution you want from the submenu that appears. Bear in mind that the quality of the image and the size of the file generated increase with the resolution.

A file selection dialog box appears. In the **Save File as Type** list box select either BMP or TIFF. Now enter the name of the file to which you wish to save your page and click on OK or press **ENTER**.

You can now import your saved score into another application. To do this, follow the directions specified in the documentation for this application.

Print

Select **Print** to print you Copyist file.

Print Setup

Select **Print Setup** to select a new printer or change aspects of your printing which depend on your printer.

Quit

Select **Quit** to exit Copyist. Any changes not saved before quitting will be lost. Before exiting, you will be given a chance to save your work.

Edit Menu

Undo

Undo restores the last edit or entry. You can even undo the undo operation.

Paste

Paste pastes the most recently cut or copied symbols at the cursor location. When you first paste a selection, the cursor changes to a cross. At this point you can move the pasted symbols anywhere on the page using the mouse or the arrow keys. Once you have them positioned correctly, drop the symbols onto the screen by pressing **ENTER** or clicking the right mouse button. Press **ESCAPE** to cancel the paste operation.

Character Menu

Text Font

Select the **Text Font** menu item to bring up the Windows **Font** dialog. This allows you to change the font for the text in any text boxes you create.

User Symbols

Select **User Symbols** to bring up the symbol editor .

Each Copyist file can make use of up to twenty user-defined symbols (user symbols) unique to that file. User symbols are created in the symbol editor. When you edit and save symbols, two special files are created with the same filename as the current file, and with the extensions of .FT1 and .FT3, for screen fonts and printer fonts, respectively. If you edit symbols in a file which has not yet been saved, Copyist will create the files UNTITLED.FT1 and UNTITLED.FT3.

In the symbol editor, screen or printer symbols are created by dragging the mouse within the smaller box (for screen symbols) or larger box (for printer symbols). If you start on a white pixel, the next pixels will be black as long as the mouse is down, and vice versa.

Clicking on the left arrow button copies from the current screen symbol to the current printer symbol.

Clicking on the right arrow button copies from the current printer symbol to the current screen symbol. Clicking on a number (1 to 20) will select that symbol.

The **File** menu for the symbol editor contains **Read Symbol**, which allows you to read a symbol from another symbol file (it reads the same symbol number as the current symbol, reading in both screen and printer symbols), **Save**, which saves the current symbol file, **Revert**, which restores the last saved version of the current symbol file (canceling all unsaved changes to all symbols in the current file!) and **Quit**, which exits the symbol editor.

The **Edit** menu for the symbol editor contains **Copy**, **Paste** and **Clear**. Copy will copy the contents of the current printer or screen symbol to the clipboard, where it can be pasted back to another symbol, either to a printer symbol or to a screen symbol. **Clear** will clear both the screen and the printer versions of the current symbol.

Pasteboard

Select **Pasteboard** to open a pasteboard page which you can use to store and transfer any portion of a score. You can paste many different objects to the pasteboard without erasing the previously stored objects. You can edit in the pasteboard as in any other page. If you wish, you can save the pasteboard using the **Save File** menu command. To exit the pasteboard, select **Exit Pasteboard**.

Help Menu

Contents

Select **Contents** to get help on Copyist. Navigate through Help by clicking on green text or by using the Help buttons or menus. For more information on Help, see your *Windows User's Guide*.

About

Select **About** to bring up Copyist's about box, with credits for the program and the version number of your copy of Copyist.

How To

Enter a staff

Click on the Adjustable Symbols button in the Copyist Toolbar. The Adjustable Symbols palette will appear, showing you all of Copyist's adjustable symbols.

Select the kind of staff you want (either regular, single-line drum staff or six-line guitar staff) by clicking on it. The staff you choose appears on the Adjustable Symbols button.

Now enter the staff symbol on your page by moving the mouse pointer to where you want to enter your staff and clicking the right mouse button. The staff will appear, with three adjustment handles which let you change the shape of the staff and move the staff before you drop it onto the page.

If you want to move the start point of the staff, click the left mouse button on the left adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the left adjustment handle and changing the start point of the staff.

If you want to move the end point of the staff, click the left mouse button on the right adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the right adjustment handle and changing the end point of the staff.

If you want to move the staff up or down, click the left mouse button on the middle adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the middle adjustment handle and moving the staff position up or down.

Once you have properly adjusted and positioned the staff, click the right mouse button or press the **ENTER** key to drop the staff onto the page. You can press the **ESCAPE** key if you want to cancel the operation.

You can adjust the staff after you have entered it, by double clicking on the beginning of the staff (this is always the middle of the top line of the staff, at the far left edge of the page) and selecting **Adjust** from the edit menu that appears.

Enter a bar line

Click on the Adjustable Symbols button in the Copyist Toolbar. The Adjustable Symbols palette will appear, showing you all of Copyist's adjustable symbols.

Select the kind of bar line you want by clicking on it. The bar line you choose appears on the Adjustable Symbols button.

Now enter the bar line symbol on your page by moving the mouse pointer to where you want the top of your bar line to appear and dragging the right mouse button downward to where you want the bottom of the bar line to appear. The bar line will appear, with three adjustment handles which let you change its shape and move it before you drop it onto the page.

If you want to move the top of the bar line, click the left mouse button on the upper adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the top adjustment handle and changing the top of the bar line.

If you want to move the bottom of the bar line, click the left mouse button on the bottom adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the bottom adjustment handle and changing the bottom of the bar line.

If you want to move the bar line up, down, left or right, click the left mouse button the middle adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the middle adjustment handle and moving the position of the bar line.

Once you have properly adjusted and positioned the bar line, click the right mouse button or press the **ENTER** key to drop the bar line onto the

page. You can press the **ESCAPE** key if you want to cancel the operation.

You can adjust the bar line after you have entered it, by double clicking on the beginning of the bar line (this is always the top of the bar line) and selecting **Adjust** from the edit menu that appears.

Enter a clef

Click on the Non-adjustable Symbols button in the Copyist Toolbar. The Non-adjustable Symbols palette will appear, showing you all of Copyist's non-adjustable symbols.

Select the kind of clef you want by clicking on it. The clef you choose appears on the Non-adjustable Symbols button.

Now enter the clef symbol on your page. Do this by holding down the **SHIFT** key and clicking and holding down the left mouse button. The clef will appear at the mouse cursor. As you continue to hold down the **SHIFT** key and to hold down the left mouse button, you can move the mouse and the clef will follow, until you have positioned the clef where you want it on the page. When the clef is positioned where you want it, lift the left mouse button and the clef will be placed onto the page.

If you want to undo the clef entry operation, select Undo from the Edit menu.

You can move or edit the clef after you have entered it, by double clicking on the clef and selecting one of the edit operations from the edit menu that appears.

Enter a time signature

Click on the Non-adjustable Symbols button in the Copyist Toolbar. The Non-adjustable Symbols palette will appear, showing you all of Copyist's non-adjustable symbols.

Select the first symbol of the time signature you want by clicking on it. (If you are enter a common time or cut time signature you only need one symbol. Otherwise choose the numerator first.) The symbol you choose appears on the Non-adjustable Symbols button.

Now enter the time signature symbol on your page. Do this by holding down the **SHIFT** key and clicking and holding down the left mouse button. The time signature symbol will appear at the mouse cursor. As you continue to hold down the **SHIFT** key and to hold down the left mouse button, you can move the mouse and the symbol will follow, until you have positioned the symbol where you want it on the page. When the symbol is positioned where you want it, lift the left mouse button and the symbol will be placed onto the page.

If you need to enter the time signature denominator to complete your time signature, select it and enter it in its place as you did the numerator.

You can also enter a time signature at the cursor position using keyboard commands. For example, a cut time symbol is entered by pressing **C** then **-,** and a 3/4 time signature is entered by moving the cursor until it is centered on the second line of the staff, pressing **3**, then moving the cursor down until it is centered on the fourth line of the staff and pressing **4**.

You can move or edit the time signature after you have entered it, either by double clicking on each time signature symbol and selecting one of the edit operations from the edit menu that appears, or by dragging the left mouse over the complete time signature, drawing a box around it, lifting up the left mouse button and then selecting one of the edit operations from the edit menu that appears.

Enter a key signature

Click on the Non-adjustable Symbols button in the Copyist Toolbar. The Non-adjustable Symbols palette will appear, showing you all of Copyist's non-adjustable symbols.

If your key signature consists of flats, select the flat by clicking on it. If your key signature consists of sharps, click on the sharp. The symbol you choose appears on the Non-adjustable Symbols button.

Now enter each of the accidentals in the key signature on your page. Do this by holding down the **SHIFT** key and clicking and holding down the left mouse button. The accidental will appear at the mouse cursor. As you continue to hold down the **SHIFT** key and to hold down the left mouse button, you can move the mouse and the accidental will follow, until you have positioned it where you want it on the page. When the accidental is

positioned where you want it, lift the left mouse button and the accidental will be placed onto the page.

Continue entering accidentals in this way until you have completed your key signature.

You can also enter accidentals at the cursor position using keyboard commands. For example, a sharp is entered by pressing **s**, and a flat is entered by pressing **f**.

You can move or edit the key signature after you have entered it, either by double clicking on each accidental in the key signature and selecting one of the edit operations from the edit menu that appears, or by dragging the left mouse over the complete key signature, drawing a box around it, lifting up the left mouse button and then selecting one of the edit operations from the edit menu that appears.

Enter note heads

Click on the Non-adjustable Symbols button in the Copyist Toolbar. The Non-adjustable Symbols palette will appear, showing you all of Copyist's non-adjustable symbols.

Select the note head you want by clicking on it. The note head you choose appears on the Non-adjustable Symbols button.

Now enter the note head symbol on your page. Do this by holding down the **SHIFT** key and clicking and holding down the left mouse button. The note head will appear at the mouse cursor. As you continue to hold down the **SHIFT** key and to hold down the left mouse button, you can move the mouse and the note head will follow, until you have positioned it where you want it on the page. When the note head is positioned where you want it, lift the left mouse button and the note head will be placed onto the page.

You can also enter note heads at the cursor position using keyboard commands. For example, a closed black note head is entered by pressing **b**, and a half note head is entered by pressing **h**.

You can move or edit the note head after you have entered it, by double clicking on the note head and selecting one of the edit operations from the edit menu that appears.

Without ledger lines

To enter notes above or below the staff without ledger lines, click once on the automatic ledger lines tool in the Copyist toolbar (the second button from the left). The ledger lines on the button will disappear. Now notes entered above or below the staff will appear without ledger lines.

To enter notes above or below the staff with ledger lines, click on the button again so that the ledger lines are visible on the button. Now notes entered above or below the staff will appear with ledger lines.

Small-sized notes

To enter small-sized notes, click once on the note size tool in the Copyist toolbar (the third button from the left). The note on the button will change to a small-sized note. Now notes and accidentals will be entered at small size. To change back to normal-sized notes, click on the note size tool again so that the note changes to a normal-sized note. Now notes and accidentals will be entered at normal size.

Beam a group of notes

First select the notes you want to beam by dragging the mouse over them. Do this by clicking and holding down the left mouse button and moving the mouse until you have encompassed all the symbols, and then releasing the mouse button. The selected notes are highlighted in reverse video and an edit menu appears. Select **Beam** from the edit menu. Choose one of the durations from the submenu, and then either **Beam Up** or **Beam Down** from the next submenu.

If you want more than one duration for your beamed grouping (for example a dotted eighth beamed with a sixteenth), choose **Complex** for the duration and then **Beam Up** or **Beam Down** from the next submenu.. Now for each note in your group, select the duration for that note from the dialog that appears. The **Skip Note** option in this dialog gives you the opportunity to leave selected notes within the group unbeamed.

If you are beaming a single note head, a stem and flags are added to your note head according to the duration and direction you specified from the beaming submenus.

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Crossed beaming

To create crossed beaming, first beam your group of notes as you would normally, creating a beamed group with beams either up or down.

Now double click on the left edge of the beam group and select Adjust Beams from the edit menu that appears. Two handles will appear. Drag the beam up or down by dragging the left handle up or down until the beam is where you want it. Drag the right handle and the angle of the beam will change accordingly. When you have positioned the beam so that it is crossed as you want it, press **ENTER** or click the right mouse button to complete the operation. To cancel the adjust operation, press **ESCAPE**.

Beam a single note

Stems are created by pressing **+** (plus) or **-** (minus) followed by a duration value. Possible duration values are **4**, **8**, **1**, **3** and **6**. When creating stems, the stem will go up from the cursor position if the **-** key is pressed, and down if **+** is pressed. For example, to put an upward sixteenth note stem and flag on a notehead, put the cursor over the notehead, press **-** and then press **1**. To put a downward eighth note stem and flag on a notehead, put the cursor over the note, press **+** and then **8**.

It is also possible to beam single notes the same way you beam a group of notes, that is by selecting the note to be beamed by dragging the mouse over it and then selecting **Beam** from the Edit menu.

Enter a crescendo

Click on the Adjustable Symbols button in the Copyist Toolbar. The Adjustable Symbols palette will appear, showing you all of Copyist's adjustable symbols.

Select the crescendo symbol. The crescendo now appears on the Adjustable Symbols button.

Enter the crescendo symbol on your page by moving the mouse pointer to where you want the left edge of your crescendo to appear and then holding down the right mouse button and dragging the mouse to the right. The crescendo will appear, with three adjustment handles which let you change its shape and move it before you drop it onto the page.

If you want to move the start of the crescendo, click the left mouse button on the left adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the start of the crescendo.

If you want to move the end of the crescendo, click the left mouse button on the right adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and changing the end of the crescendo.

If you want to move the crescendo up, down, left or right, click the left mouse button on the middle adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the position of the crescendo.

Once you have properly adjusted and positioned the crescendo, click the right mouse button or press the **ENTER** key to drop the crescendo on the page. You can press the **ESCAPE** key if you want to cancel the operation.

You can adjust the crescendo after you have entered it, by double clicking on the beginning of the crescendo and selecting Adjust from the edit menu that appears.

Enter a slur

Click on the Adjustable Symbols button in the Copyist Toolbar. The Adjustable Symbols palette will appear, showing you all of Copyist's adjustable symbols.

Select the slur symbol (immediately to the right of the trill). The slur now appears on the Adjustable Symbols button.

Enter the slur on your page by moving the mouse pointer to where you want the beginning of your slur to appear and dragging the right mouse button to the right. The slur will appear, with four adjustment handles which let you change its shape and move it before you drop it onto the page.

If you want to move the start of the slur, click the left mouse button on the left adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the start of the slur.

If you want to move the end of the slur, click the left mouse button on the right adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and changing the end of the slur.

If you want to change the shape of the slur, click the left mouse button on one of the middle adjustment handles to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and changing the shape of the slur.

Once you have properly adjusted and positioned the slur, click the right mouse button or press the **ENTER** key to drop the slur on the page. You can press the **ESCAPE** key if you want to cancel the operation.

You can adjust the slur after you have entered it, by double clicking on the beginning of the slur and selecting **Adjust** from the edit menu that appears.

Enter a guitar grid symbol

There are two ways to enter a guitar grid symbol. The first is to do everything by hand and is only recommended if your tablature symbol is not a standard size.

Click on the Adjustable Symbols button in the Copyist Toolbar. The Adjustable Symbols palette will appear, showing you all of Copyist's adjustable symbols.

Click on the guitar grid symbol without finger positioning marks on the frets The guitar grid symbol now appears on the Adjustable Symbols button.

Enter the guitar grid symbol on your page by moving the mouse pointer to where you want the beginning of your tab to appear and dragging the right mouse button to the right. The guitar grid will appear, with three adjustment handles which let you change its shape and move it before you drop it onto the page.

If you want to move the start of the guitar grid, click the left mouse button on the left adjustment handle to select it and then drag the handle

by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the start of the guitar grid.

If you want to move the end of the guitar grid, click the left mouse button on the right adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and changing the end of the guitar grid.

If you want to move the guitar grid, click the left mouse button on the middle adjustment handles to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the guitar grid.

Once you have properly adjusted and positioned the guitar grid, click the right mouse button or press the **ENTER** key to drop the guitar grid on the page. You can press the **ESCAPE** key if you want to cancel the operation.

You can adjust the guitar grid after you have entered it, by double clicking on the beginning of the guitar grid and selecting Adjust from the edit menu that appears.

Now you can enter the open string and closed string symbols (open and closed circles). These symbols are found in the Non-adjustable Symbols palette, and they can also be entered by pressing , (comma) for the open circle or . (period) for the closed circle.

A simple way to enter a standard guitar grid symbol is to select the guitar grid symbol containing open and closed string marks from the Adjust Symbols palette. Click the right mouse button where you want to enter the guitar grid. The Guitar Chords dialog appears.

You make your guitar chord by selecting a chord from the list box at the top left of the dialog. You choose a starting fret number from the drop-down list box under the chord list box. You can set the circles on the guitar chord frets yourself by clicking on the preview grid wherever you want to put in a circle. You can only have one circle on any vertical line so entering a new circle on a vertical line will erase the old one. Circles entered at the nut will be open. Other circles will be closed. You can erase a circle by clicking on it.

Create User Symbols

In this example we'll create User Symbol number 6.

First select the symbol editor by selecting **User Symbols** from the **Character** menu.

Click on number 6 in the grid of numbers at the bottom left of the symbol editor. The number 6 is highlighted. We'll create a symbol consisting of a simple rectangular box.

In the symbol editor, screen or printer symbols are created by dragging the mouse within the smaller box (for what you see on the screen) or larger box (for what will print on the printer). If you start on a white pixel, the next pixels will be black as long as the mouse is down, and vice versa.

Create a rectangular box in the screen box by dragging the mouse around the edge of the box until a black border has been created. Now we'll transfer the symbol to the printer box by clicking on the right arrow button.

Save the work you've done by selecting **Save** from the **File** menu. Quit the symbol editor by selecting **Quit** from the File menu.

Enter User Symbols

Before entering User Symbols, see **How to Create User Symbols**.

To enter User Symbol number 6, for example, move the edit cursor to where you want the User Symbol to appear and type **A** then **6**. To enter User Symbol number 16, move the edit cursor to where you want the User Symbol to appear and type **A** then **SHIFT**+**6**. User Symbol number 16 will appear.

Enter text

First, select the Text button (first from the left) in the Copyist toolbar. Now you can enter text. This is done by clicking the left mouse where you want the text to start, holding down the left mouse button and dragging to create a box. Lift the left mouse button. You can now enter text into the box you have created.

You can select the font for the text you are entering by selecting Text Font from the Character menu and choosing a font.

You can change the size and shape of the text box you are entering by dragging one of the edges of the box. The cursor changes shape when you

are in position to drag one of the edges. You can move the box by dragging the box with the right mouse button.

When you have finished entering your text, click the left mouse button outside the text box.

Edit text

To edit text you have already entered, make sure the text icon (the first button from the left) in the Copyist toolbar is selected. Now click the left mouse button on the text you want to edit. The text box with the text editing cursor will appear, allowing you to edit the text.

You can select the font for the text you are editing by selecting **Text Font** from the **Character** menu and choosing a font.

You can change the size and shape of the text box you are editing by dragging one of the edges of the box. The cursor changes shape when you are in position to drag one of the edges. You can move the box by dragging the box with the right mouse button.

When you have finished editing your text, click the left mouse button outside the text box.

Move a single symbol

Select the symbol you want to move by double-clicking on it. Select **Move** from the edit menu that appears. Now you can drag the symbol to where you want it on the screen. (Drag the symbol by holding down the left mouse button and moving the mouse.) When the symbol is where you want it, place it by pressing the **ENTER** key or by pressing the right mouse button. Press the **ESCAPE** key to cancel the move operation.

Move a group of symbols

Select the symbols you want to move by dragging over them with the mouse (click the left mouse button and while holding it down, drag the mouse over the symbols you want to move, drawing a box around them, and then lift up the left mouse button).

Select Move from the edit menu and then the type of symbols you want to move from the submenu that appears. Now you can drag these symbols to where you want them on the screen. (Drag the symbols by holding down the left mouse button and moving the mouse.)

When the symbols are where you want them, place them by pressing the **ENTER** key or by pressing the right mouse button. If you want to cancel the move operation press the **ESCAPE** key.

Adjust beams

Double click on the upper left edge of the beam group you wish to adjust and select Adjust Beams from the edit menu that appears. Two handles will appear. Drag the beam up or down by dragging the left handle up or down until the beam is where you want it. Drag the right handle and the angle of the beam will change accordingly. When you have positioned the beam so that it is as you want it, press **ENTER** or click the right mouse button to complete the operation. To cancel the adjust operation, press **ESCAPE**.

Move notes within a beamed group

You can move notes within a beamed group, keeping the stems and beams intact by double clicking on a note within the beamed group and selecting Adjust Note from the Edit menu.

Now you can move a note within the beamed group with the keyboard cursor arrow keys or by holding down the left mouse button and dragging the note to a new position. You can select a new note within the beamed group by clicking on it with the left mouse button.

When you have positioned the note(s) as you want them, press **ENTER** or click the right mouse button to complete the operation. To cancel the operation, press **ESCAPE**.

Adjust an adjustable symbol

Double click on the beginning of the symbol you want to adjust and select Adjust from the Edit menu. For most adjustable symbols, three adjustment handles appear which let you change the shape of the symbol and move it before you drop it onto the page. For the slur symbol, you have four handles.

If you want to move the start of the symbol, click the left mouse button on the left adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the start of the symbol.

If you want to move the end of the symbol, click the left mouse button on the right adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and changing the end of the symbol.

If you want to move the symbol up, down, left or right, click the left mouse button on the middle adjustment handle to select it and then drag the handle by clicking and holding down the left mouse button and moving the mouse, dragging the handle and moving the position of the symbol. If you are adjusting a slur, dragging one of the middle handles will change the shape of the slur.

Once you have properly adjusted and positioned the symbol, click the right mouse button or press the **ENTER** key to drop the symbol on the page. You can press the **ESCAPE** key if you want to cancel the operation.

Delete a symbol

Select the symbol to be deleted by double clicking on it. Select Cut from the Edit menu and the symbol will disappear. (You can paste the deleted symbol to a new location now if you wish.)

You can also select the symbol to be deleted by dragging a box around the symbol, selecting Cut from the Edit menu and then selecting an appropriate choice from the submenu.

You can also delete a symbol entered from the keyboard by positioning the cursor over the symbol exactly where it was entered and then pressing

the **DELETE** key and entering the same keyboard command used to enter the symbol.

Use the pasteboard

The pasteboard is used to hold temporarily any element or group of elements of a score you are working on. You can copy from any page in your score to the pasteboard, edit in the pasteboard and then copy from the pasteboard and paste back to any page in your score.

Enter the pasteboard by selecting **Pasteboard** from the Copyist menu. Exit the pasteboard by selecting **Exit Pasteboard**.

Undo mistakes

Select **Undo** from the Edit menu to undo your last edit or entry. If you want to restore the edit that you undid, select **Undo** again.

Go to a new page

To go to a new page, click on the page icon in the Copyist toolbar (sixth button from the left) and select the page you want. This will move you to that page.

Create a new page

To create a new page, click on the page icon in the Copyist toolbar (sixth button from the left) and select the last page that can be selected. This will create a page one after the last page in your score and move you to that page.

Insert a page

To insert a page, click on the insert page icon in the Copyist toolbar (second button from the right). This will insert a new page before the current page and put you on that page.

Erase a page

To erase a page, click on the erase page icon in the Copyist toolbar (first button on the right).

Service and Support

Warranty

This program and the associated documentation are Copyright 1996 by Sion Software Ltd. This program is licensed to be used on a single machine. It may not be copied without explicit written permission. If the program is transferred to another party, all backup copies must be transferred at the same time, or destroyed. This notice of copyright must be transferred if you transfer the program, and your license to use the program is terminated on transfer .

The diskette on which the program is furnished is warranted for a period of ninety (90) days from the date of delivery. The program is not guaranteed to meet your requirements, and operation of the program is not guaranteed to be interruption or error free. In no event will Sion Software or its employees be liable for any damages, including any lost savings, lost profits, or other incidental or consequential damages arising out of the use of or inability to use this program, even if we have been advised of the possibility of damages. Sion Software shall not be responsible for any damages claimed by any other party, resulting from the use or attempted use of this program. All warranties implied are with Sion Software, not your local dealer. If problems arise, please call Sion Software directly.

The various products mentioned in this manual are registered or pending trademarks of their respective manufacturers.

Upgrades And Replacements

Sion Software reserves the right to make improvements to the program without notice, and to make what Sion Software considers to be reasonable charges for updates and upgrades.

There is a $19.95 charge for the replacement of program disks that become defective more than 90 days after the date of purchase.

When returning the disks for replacement or updates, please send them by UPS, Federal Express, Express Mail, or some other service that will allow you to trace the shipment. We're sorry, but we cannot be responsible for packages sent via regular US mail.

Service And Support

Extensive efforts have been made to ensure that the information contained in this manual is accurate and that the program is error free. This is, however, an imperfect world. Should you discover any bugs, errors, or portions of the manual that are not clear, kindly send your comments to Sion Software so that they may be considered for inclusion in future revisions of Copyist.

Please take the time to fill in the registration card that's in the package. There are at least two good reasons for becoming a registered owner:

1. As a registered owner, you will be notified automatically of any updates to Copyist.

2. As a registered owner, you will be entitled to free technical support for Copyist.

What To Do If Problems Arise

If you have problems with Copyist that you are unable to resolve after a careful reading of the manual, Sion Software maintains both customer service and technical support lines. We are happy to help you with questions regarding Copyist, but due to the extraordinary variety of music related products available today and the number of possible system configurations, we cannot answer questions regarding hardware or software from other manufacturers. This includes questions on the basic operation of the IBM PC or other computers or musical instruments.

Customer Service

Customer Service is for owners who need replacement disks, upgrade or update information, or who wish to purchase software. The telephone line for customer service is the main number for Sion Software: (604) 222-2454. Customer service personnel are unable to help you with technical questions. If you have questions concerning technical matters, please phone the technical support line.

Technical Support

Technical support is for owners who are having difficulties with the installation or operation of Copyist. When calling Sion Software for technical support, there are a number of things that you can do to help us help you (which can also save you money on your phone bill!). Here is a checklist of things to have ready before calling:

1. Your diskette registration number.

2. Your manual.

3. Your computer turned on and Copyist running.

4. Any information that can help us solve the problem, especially information about how to repeat your problem. If you cannot duplicate a problem, it is very difficult for a technician to figure out what is wrong!

5. Information on your computer's make, model, disk configuration, memory installed, sound source, monitor type, MIDI interface type if installed, and so on.

6. Paper and pencil for taking notes.

When you call us, we'll walk you through the program and ask you questions about what happens. It is very important that you have the above materials at hand when calling. If you don't have this ready, we will ask you to call back later with the required information.

After you have completed the checklist, call us at **(604) 222-2455** between 10 AM and 2 PM Pacific Standard Time, Monday through Friday. We'll do everything we can to get you on the road to making music with Copyist.

You may also email technical support questions to: **sionsoft@infoserve.net** or take a look at our web site at: **http://www.infoserve.net/quickscore** for answers to your questions .

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