

**PITCH**

- a-g insert note at given pitch (within a 4th of previous pitch)
- A-G add note to current chord
- ↑ transpose note(s) up one diatonic step
- ↓ transpose note(s) down one diatonic step
- ctrl-↑ transpose note(s) up one octave
- ctrl-↓ transpose note(s) down one octave
- shift-↑ transpose note(s) up one semitone
- shift-↓ transpose note(s) down one semitone
- space replace current note with rest

**ACCIDENTALS**

- toggle flat sign before note(s)
- + toggle sharp sign before note(s)
- = toggle natural sign before note(s)
- \_ toggle double-flat sign before note(s)
- \* toggle double-sharp sign before note(s)
- z enharmonic accidental change (C# ⇌ Db)

**RHYTHM**

- [ make note/chord shorter
- ] make note/chord longer
- , toggle tie to next note
- . toggle augmentation dot on note/chord

**SELECTION/EDITING**

- ctrl-x cut selection (replace with rests)
- ctrl-c copy selection
- ctrl-v paste selection (starting at cursor)
- ctrl-z undo last change (multiple history)
- ctrl-y redo last change (multiple history)
- r repeat current selection (insert immediately after current selection)
- ctrl-click add a specific item to selection
- shift-click add region on left/right to selection
- shift-→/← extend/contract selection on right side of current selection
- click-drag (on current selection): move selection to another location, leaving rests
- ctrl-drag (on current selection): copy selection of music to another location
- esc deselect music (or click in whitespace outside of music)
- click (on white space in a staff): select whole measure in staff
- click (above system): select whole measure in system
- click (before a staff): select entire staff, from start to end of music

On Apple OS X computers, use the key in place of ctrl.

**GUITAR TAB**

- F1-F6 insert note on given string 1-6
- shift F1-F6 add note to string 1-6
- ↑/↓ move selected notes one fret up/dn
- shift-↑/↓ move selected notes one string up/dn
- 0-9 enter fret number

**BEAMING**

- { break/join beaming to previous note/rest
- } break/join beaming to next note/rest

**ARTICULATIONS**

- : toggle tenuto on selected note(s)
- ; toggle staccato on selected note(s)
- ' toggle accent (>) on selected note(s)
- " toggle strong accent (Λ) on selected note(s)
- ^ toggle fermata on selected note(s)/rests(s)

Other articulations added by clicking on edit menu: staccatissimo (v), closed (+), harmonic(o), up bow (V), down bow (□).

**DYNAMICS / EXPRESSIONS**

- < add cresc. under current note, ending at next note or end of selection
- > add decresc. under current note, ending at next note or end of selection
- s add slur starting on current note and ending at next note or end of selection
- double-click (on expression): edit expression mark
- ctrl-e mf ← insert a *mf* dynamic marking under current note
- expressions: ppp, pp, p, mp, mf, f, ff, fff, cresc., dim., sf, sfz, rfz, fz. other text = place expression text in italic font.

**PLAYBACK**

- p play music from start (press p/P to stop)
- P play music from current measure to end

**TEXT / LYRICS**

- ctrl-L start entering lyrics on current note
- t text tab/esc insert "text" above current note, such as "Allegro"
- double-click edit lyric syllable/text

**TUPLETS**

- ↷ press right arrow key to next rest ↷ set rhythm of the rest to tuplet base, then press ↷ 3 for triplets ↷ 4 for 4:3 rhythms ↷ 5 for quintuplets ↷ 6 for sextuplets ↷ 7 for septuplets.

**FORMATTING**

- ↵ force a system break (new line of music)
- shift-↵ force a new page

To manually change width of measure, *click-drag* on barlines. To cancel manual formatting, go to menu *View* ▸ *Reset Measure Layout*.

- View* ▸ *Page Layout* view music arranged on pages (default)
- View* ▸ *Strip Layout* view musical system as single continuous line

**CHORDS / FINGERING / ENDINGS**

- k text tab/esc insert chord text above current note, where examples for text are given below.

For special formatting in chords, add {{ before and }} after chord text, then typing !text! will convert text to a smaller font, and ^text^ will make text superscript.

chord labels	functional chord labels	fingering/figured bass	special functions
Bb	V+	2	— (underlines)
F5 3	vii <sup>o</sup> 6	4-3	1.
Amin7b5	V7	1 3 5	2.
C#MAJ7	bII6	6 4	{{#}}
G7(b9,b13)	IV6 4	\6	{{S}}
Bb7(b9 \$13)	d min: v6 5	7 b5	{{@}}
A7/E	Fr6	=	

## Noteflight 2.0 Exercise 1: Notes and Lyrics

Ma - ry had a lit - tle lamb, lit - tle lamb, lit - tle lamb.

Ma - ry had a lit - tle lamb. Its fleece was white as snow.

1. Click on the orange “new score” button in your home page on Noteflight.com.
2. Click to the left of the bottom staff and press “delete” key to erase the bottom staff.
3. Click in the first measure, then type:

e d c d e e e space d d d space e g g]

e[ d c d e e e e d d e d c] ]

doubles current duration

halves current duration

- Press *control-z* (or -z on an Apple computer) to undo any mistakes you make. Also try the backspace key to make corrections when entering notes
4. Click in the gray box above measure 9 and press the “delete” key to remove the extra measure at the end of the piece.

### Entering Lyrics:

5. Click on the first note of the piece and then type control-L to start entering lyrics.
6. Type lyrics as seen. Typing a dash (or space) will move the cursor to the next note.
  - Press an extra space to skip over rests.
  - Double-click on a syllable to make corrections

# Noteflight 2.0 Exercise 2: Octaves, Slurs, Fingerings and Labels

1. Create a new score.
2. Click to the left of the top staff and press delete to remove the top staff.
3. Go to the menu "Score⇒Change Key Signature..." and select the 3-flat key signature.
4. Click on the 4/4 meter to change to triple meter.
5. Go to the menu "Score⇒Change Instrument..." and select cello.
6. Enter the notes from the computer keyboard:

Note: `ctrl-↑` is the control (ctrl) key held down while pressing the up-arrow key. In Apple OS X, use the apple (⌘) key instead of the control key.

7. Click on the first note of a slurred group, and press the letter "s" to add a slur:

8. Add fingerings: click on the first note, then type the letter "k" to add a fingering (also chord labels). Then type the number "4" to add the fingering, and finally press `esc` or `tab` key to finalize entry. Then press the right arrow key to select the next note and repeat the process.

9. To add string numbers underneath the music, click on a note; type "t" to start a text label insert; type the text to display; press `esc` or `tab` key to finalize. Finally, click and drag the text label underneath the music. You could also use the lyrics entry in this case.

10. Delete the empty measures at the end of the music by first clicking in the gray box above measure 5, then shift-click above the last measure, then press the "delete" key to remove the measures.

## Noteflight 2.0 Exercise 3: Chords

1. Start a new score.
2. Set the key signature from the menu "Score->Change Key Signature..."
3. Change to 2/4 meter by clicking on the 4/4 time signature.
4. Set the quarter note pickup beat by first clicking in the gray box above the first measure to select the first measure, then "Score->Change Time Signature..." Then set the time signature to 1/4, also selecting "Pickup" style for the measure.
5. Click in the pickup measure of the bottom staff to start entering notes:

- Control-up-arrow (*ctrl*-↑) and control-down-arrow transpose selection by octave.

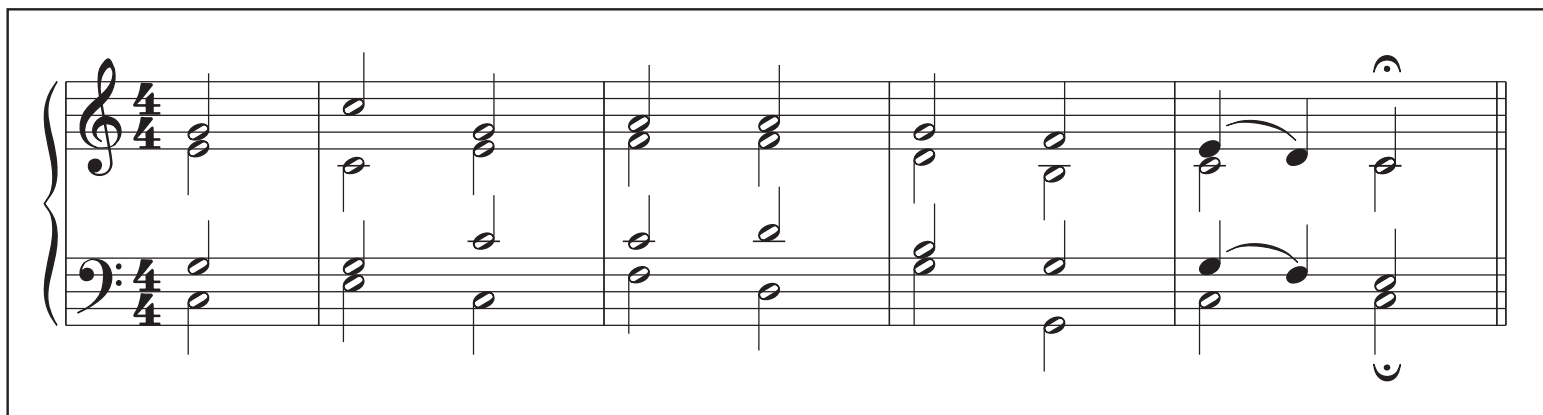
6. Click in the pickup measure of the top staff to start entering notes:

- The first note of a chord is entered as a lower-case letter.
- Subsequent chord notes entered with upper-case letters.
- Rests are entered by pressing the space bar.
- Typing "r" will repeat the current selection.
- Copy/Paste of every 4 eighth-notes along with up/down arrow for diatonic transposition can speed up data entry of the top staff.

*To get invisible measure style at end of example:*

7. Click in the gray box above measure 5 to select it. Then change the meter for the measure by going to the menu item "Score⇒Change Time Signature..." and set the time signature to 1/4 with a "Hidden" style.
8. Click in the gray box above measure 6. Then hold down the shift key, and click in the gray box above the last measure to select all of the empty measures. Then press the delete key to erase the empty measures.
9. Click on the final barline to bring up a barline style menu. Select the dashed barline to change the style of the last barline to be invisible.

# Noteflight 2.0 Exercise 4: Upper/Lower Staff Voices



1. Create a pickup measure with a duration of a half note.
2. Enter the notes of the top voice on the top staff:

fermata

g] c g a a g f e[ d c] ^

3. Enter lower voice on top staff by clicking on the first note of the soprano line and then pressing L to start entering a lower voice:

Le] c e f f d b c c

- type **U** or **u** to move from the lower voice to the upper voice.
- type **L** or **l** to move from the upper voice to the lower voice.
- type **M** or **m** to delete the current voice in the measure, leaving only the other voice.

4. Add the top voice on the bottom staff:

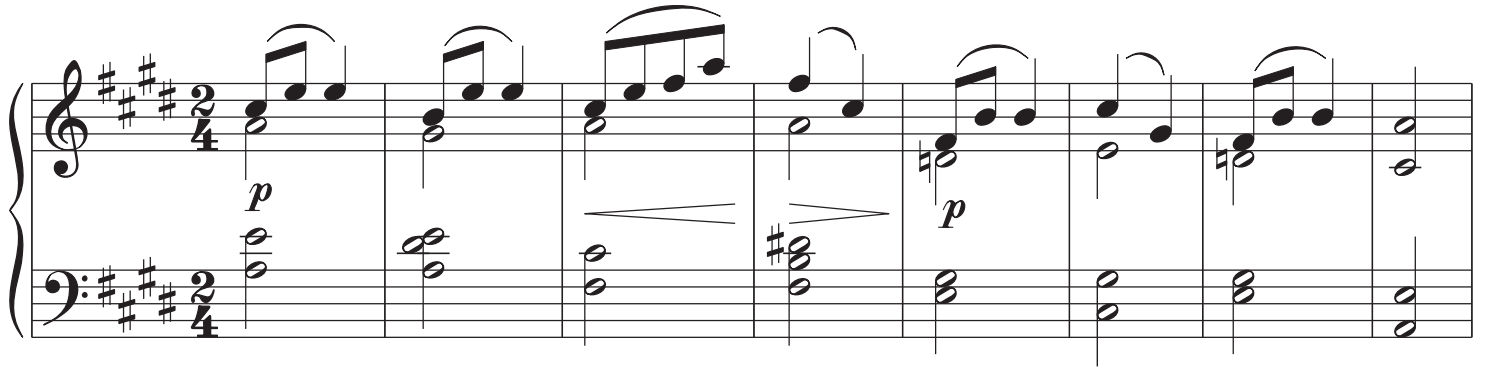
g] g c c d b g g[ f e]

5. Add the bottom voice on the bottom staff by clicking on the first note of the upper voice, and then typing L:

Lc] e c f d g g ctrl-↓ c c^

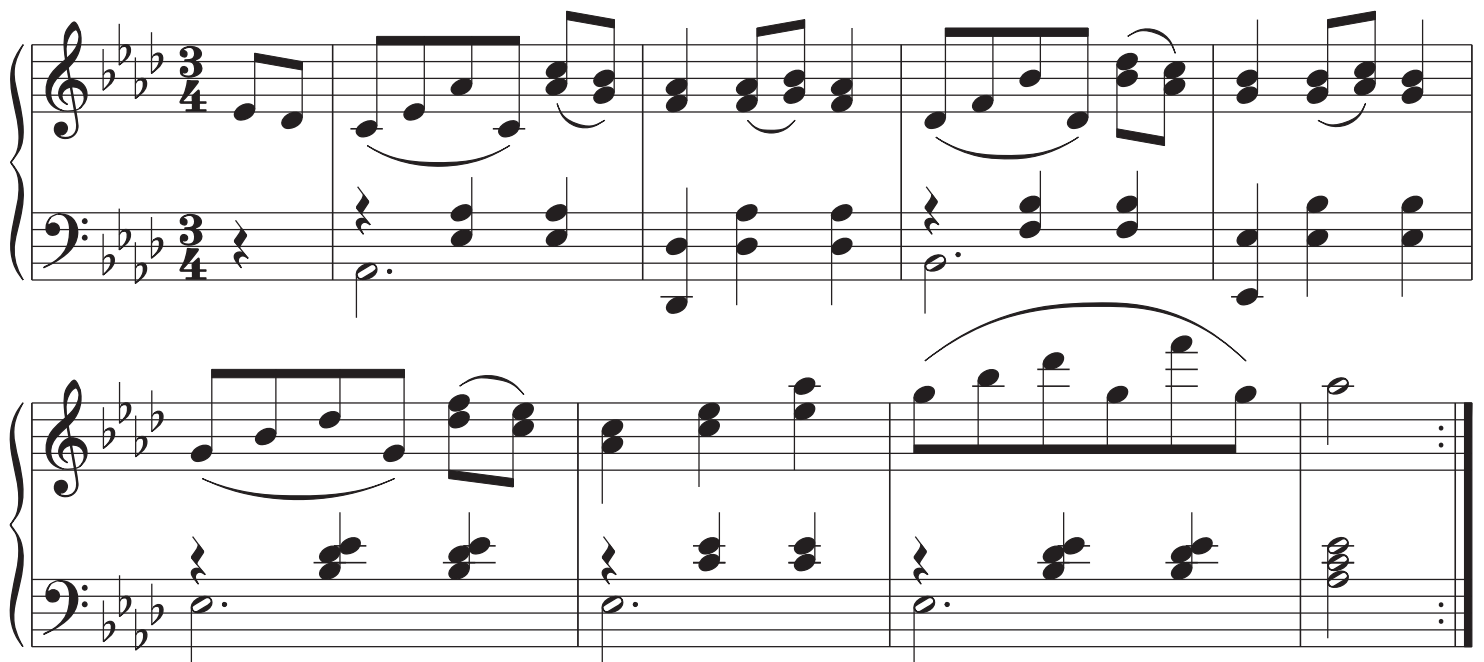
6. Erase the empty measures after the music and change the style of the ending barline.
7. Add slurs by clicking on first note of slur and pressing "s". Then adjust the shape of the slurs by moving the control points.

## Extra Examples to try encoding in Noteflight.



A musical score in 2/4 time with a key signature of three sharps (F#, C#, G#). The top staff contains a melody of eighth notes with slurs and a piano (*p*) dynamic marking. The bottom staff contains a bass line with chords and a crescendo hairpin.

- Always encode the top voice on a staff first for easier data entry.
- To encode long slurs, the best way is to select the notes to be slurred (by clicking on the first note, and shift-clicking on the last note, then pressing “s” to add the slur).
- Crescendos and decrescendos are added in a similar manner to slurs. Typing “<” will add a crescendo hairpin, and “>” will add a decrescendo hairpin.
- the piano dynamics are placed by clicking on a nearby note, then typing “ctrl-e p ↵”.



A musical score in 3/4 time with a key signature of three flats (Bb, Eb, Ab). The top staff contains a melody with slurs and a piano (*p*) dynamic marking. The bottom staff contains a bass line with chords and a piano (*p*) dynamic marking.

- This example utilizes all of the concepts learned in exercises 1–4.

Largo

*p* *espressivo*

- Use the “r” key when repeating chords in the bottom staff.

*p*

- For the triplet in measure 7, make sure you are highlighting a quarter rest, then press “3” to split the quarter rest into triplet eighth rests, and then type the three pitches for the triplet
- Make use of copy/paste to enter repeated patterns (including different transpositions of the same patterns, such as in the top staff, first and second measures).

Largo

*ff*

Allegro moderato

*p*

There was a farm - mer had three sons, Three

sons to him were born, And he came home tight in the middle of the night, And the

*mf*

Moderato comodo assai e con delicatezza

*p*

*rit.*

*dim. pp*