

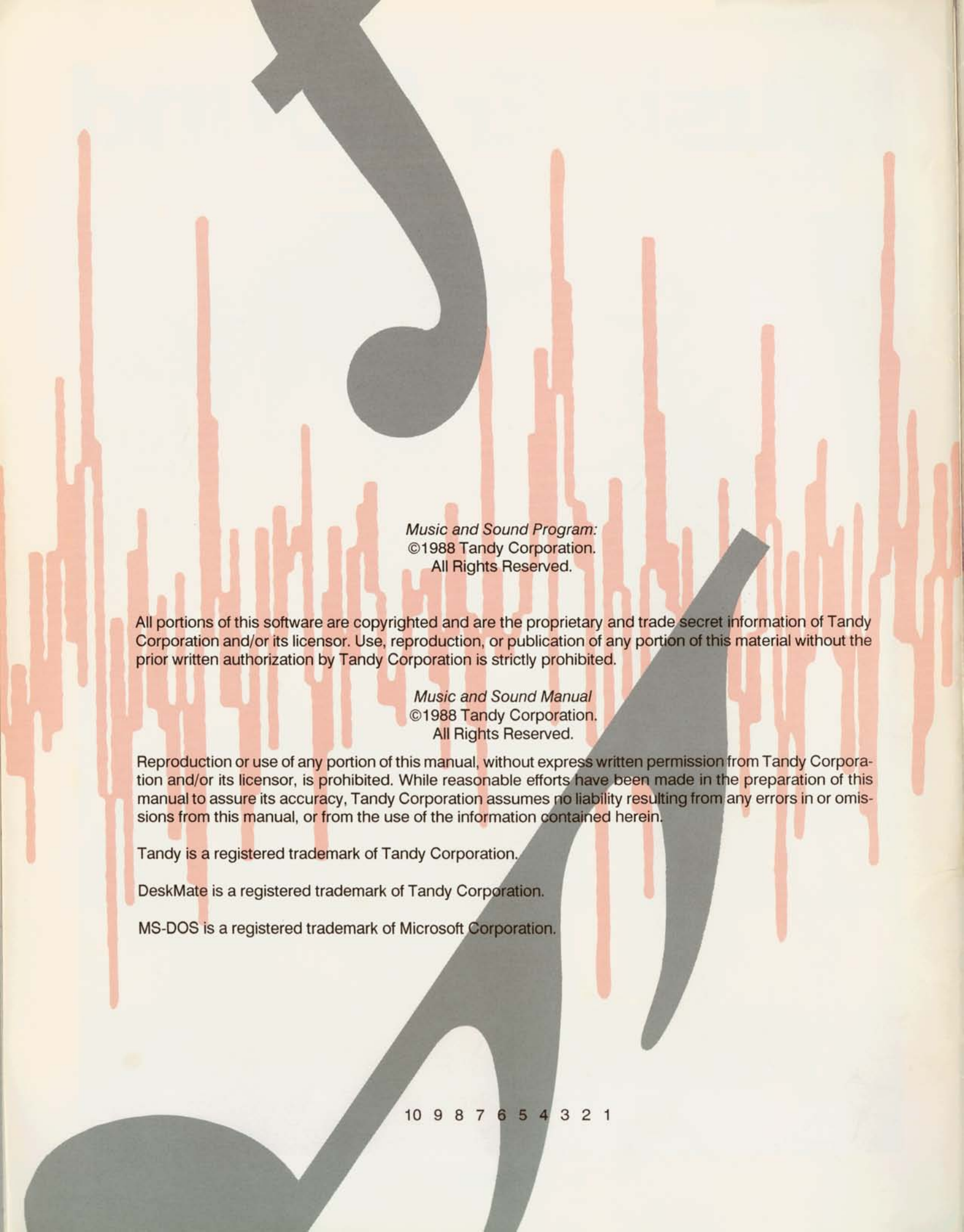
A **DeskMate** Companion

# Music & Sound

Record • Compose • Edit • Play



**TANDY®**



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# MUSIC & SOUND

Music and Sound introduce you to the exciting world of music composition and sound editing. With these bonus DeskMate applications, you can take full advantage of the special sound reproduction capabilities of your Tandy® 1000 SL or TL computer. Music and Sound can be enjoyed separately or together.

With Music, you can play the sample music already stored for you, enter and play your favorites, or compose and play music of your own creation.

With Sound, you can record sounds using a microphone, and the computer stores these sounds. Then, you can edit this stored information to create traditional or imaginative instruments for use with Music or unusual sound effects for use with the Alarm accessory. Or, you can edit and use the sound files already stored for you.

Whatever use you find most appealing, you'll benefit from the Music and Sound experience and the new world they furnish for your exploration.

## Optional Equipment

To print sheet music using Music, you'll need a dot matrix or laser printer. Refer to *First Things First* and the Accessories chapter in your *DeskMate® User's Reference* for information on how to set up a printer.

To record sounds using Sound, you'll need a microphone, such as Radio Shack's Cat. No. 33-2001, 33-1054, or 33-1060. Refer to *First Things First* for information on how to connect a microphone.

# MUSIC & SOUND

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*one,  
two,  
ready, GO!*



# MUSIC

Music lets you test that musical talent you've always known you had. With Music, you can make beautiful, digital music without hours of practice and private lessons.

You can also use Music as a composition tool because Music has all the necessary music notations used by professional musicians. You can compose music and even print your composition (with a compatible printer).

From classical to country and western, from rock and roll to jazz — with Music you can compose and play your favorites.

## Getting Started

Let's see what a music file looks like on the screen.

1. Select MUSIC.PDM from the Programs list box.

An empty music file appears.

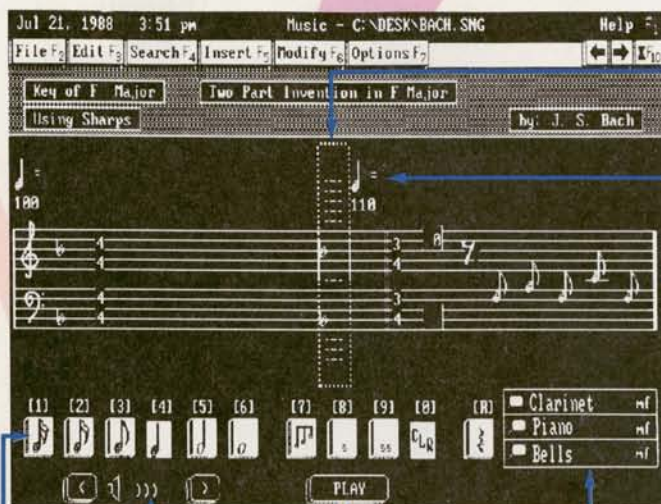
2. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory.

3. Highlight BACH.SNG.

4. Select OK to complete the task.

The screen fills with new information, the notes and other music notation that make up a music file.



### Editing box

Indicates your location on grand staff and the current note value with which you're working.

$\text{♩} = 110$

Shows current tempo.

### Music work area

Contains two connected staves known as grand staff, identified by treble clef (top) and bass clef (bottom).

Indicates default time signature. The top number shows number of beats to the measure. The bottom number indicates that quarter note gets one beat.

### Play

Lets you play a piece.

### Voice/Instrument box

Displays three voices you can use with Music, instrument assigned to each voice, and dynamic level (loudness) of each voice.

### Volume indicator

Indicates overall playing volume.

### Control area

Contains buttons that let you choose note values and insert rests.



## Playing a Bach Tune

Now, let's play some music. Select the PLAY button or press CTRL-P to play the Bach piece.

Isn't it impressive that such complex music can be played using DeskMate's Music application? Soon you'll be composing and playing your own music.

## Composing Music

You're almost ready to try your hand at music composition. First, try entering an excerpt from a piece that someone else composed. The old standard "Twinkle Twinkle Little Star" is a simple one to start with.

1. Select New from the File Menu.  
An empty music file appears.
2. Select Composer from the Options Menu.  
A dialog box appears.
3. Someone else composed this piece, but you're "arranging" it; so, at the Composer: prompt, type Arr: and your name.
4. Select OK to complete the task.

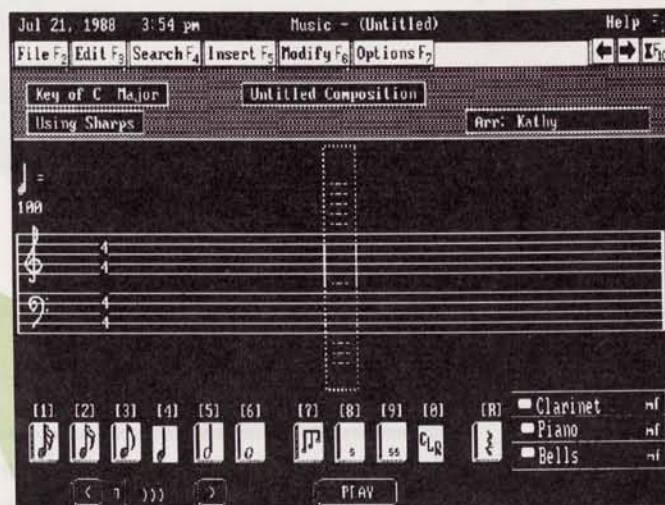
### How to Enter Notes

**Keyboard users.** Press the letter corresponding to the name of the note (A-G).

Press ↑ or ↓ to move the blinking note in the editing box to another position on the staff. Press the space bar to enter the note.

**Mouse users.** Move the pointer to the editing box. The pointer changes to the current note value.

Point to the desired position on the staff, and click the button. The program inserts the note at the specified place (using the current note value).

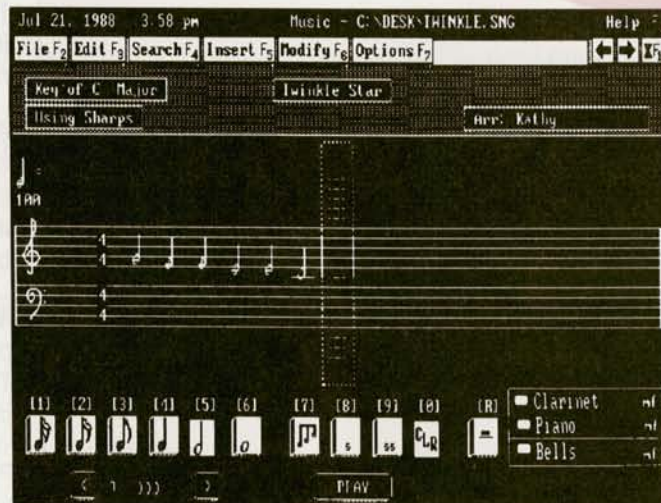


5. Select Title from the Options Menu.  
A dialog box appears.
6. At the Title: prompt, type Twinkle Star.
7. Select OK to complete the task.

Now, let's enter some notes for "Twinkle Twinkle Little Star" using the keyboard. (4 is for quarter notes; 5 is for half notes.)

8. Type:

4 C C G G A A 5 G 4 F F E E D D 5 C



9. Press CTRL-P.

You didn't think it could be so easy, did you? You can make the music much more complex by adding voices, repeats, instruments, and other music manipulation methods.

## Saving Your First Composition

After you have entered a song, and perhaps invested valuable time doing it, you'll want to save your new composition on disk.

1. Select Save as from the File Menu.  
A dialog box appears.
2. Type Star.
3. Select OK to complete the task.

The reference section of this booklet provides detailed information about Music's options.

The next article is devoted to Sound. Continue with the Sound section to learn about the exciting world of sound editing.



# SOUND

You don't have to invest thousands of dollars in a soundproof, acoustically perfect sound studio to become a sound editor.

Sound is a useful sound recording and editing tool that lets you create more musical instrument files to enhance Music. Or, you might also want to record some sound effects to spice up your latest video tape recording, or to use as a rallying alarm with the Alarm accessory.

With Sound, you record a sound using a microphone, and the recorded sound is stored and digitized (transformed into numbers the computer can interpret). Then, you can edit the sound for use as a sound effect or a new instrument for Music. You can even cut a "piece" of sound out of one sound file and paste it into another.

## Getting Started

Let's see what a sound file looks like on the screen.

1. Select SOUND.PDM from the Programs list box.

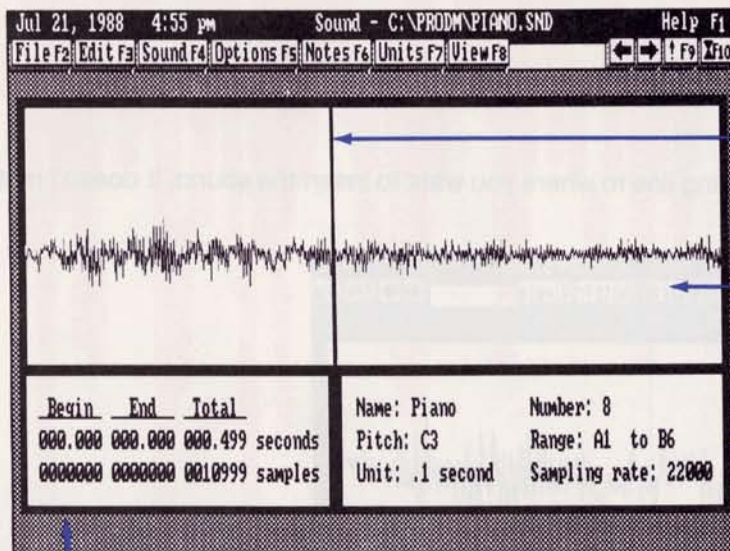
2. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory.

3. Highlight PIANO.SND.

4. Select OK to complete the task.

The Sound graph and other information fills the screen.



### Editing line

Shows you current position on sound graph and lets you choose a location to begin and end editing process.

### Sound editing box

The recorded sound graph appears in this area.

### Samples line

Shows beginning, ending, and total number of samples. The sample's total is number of samples recorded in number of seconds specified.

### Seconds line

Shows beginning, ending, and total number of seconds for a sound section.

### Name and Number

Lets you identify your instrument file by a unique name and number.

### Pitch

Shows pitch for current instrument file's note.

### Range

Shows range of current instrument file's note.

### Unit Number

Shows currently selected movement of editing line according to unit number specified. The Units Menu lets you specify left and right movement of editing line.

### Sampling Rate

Shows current sampling rate number.

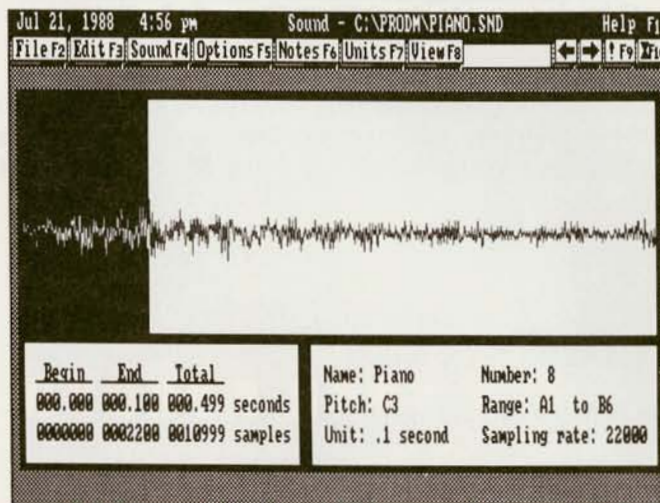


## Experimenting with Sound

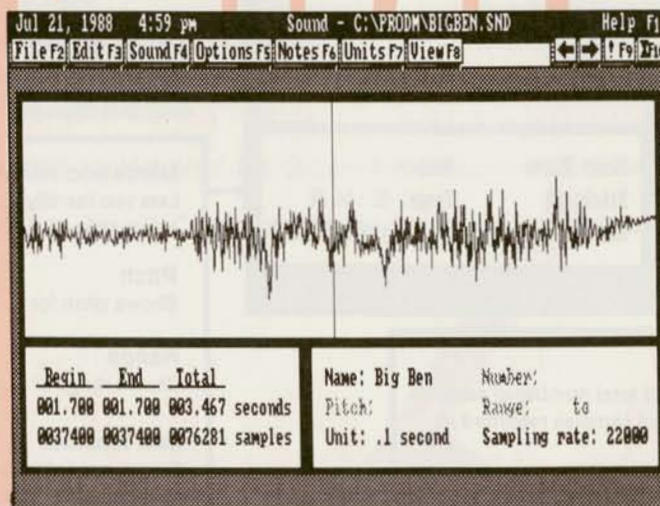
Now that you know a little about what you can do with Sound, you can begin your sound editing session. Let's use some existing sound files to do some **real** sound editing.

You're going to copy a "piece" of sound from the Piano.snd file currently on your screen, and paste it into the Bigben.snd file.

1. Highlight a section of sound on the Sound graph. It doesn't matter how much you highlight.



2. Select Copy from the Edit Menu.  
Sound copies the highlighted section to the clipboard.
3. Select Open from the File Menu.  
The dialog box containing the Sound files appears.
4. Highlight BIGBEN.SND.
5. Select OK to complete the task.
6. In the Bigben.snd file, move the editing line to where you want to insert the sound. It doesn't matter where you put the line.



7. Select Paste from the Edit Menu.

Sound inserts the sound from the clipboard at the editing line location.



## Playing Your Edited Bigben.snd File

To play the result of your sound editing experiment, select **Play entire** from the **Sound Menu**.

What you're hearing sounds pretty funny, but you should now have a clear idea of what **Sound** can do.

### Sound Editing in a Hurry

You can use the following accelerator keys instead of some of the menu bar options.

Key sequence:

SHIFT-DEL	Cut and move a highlighted section of the sound graph to the clipboard
CTRL-E	Play the entire sound
CTRL-F1	Move editing line 1 second
CTRL-F2	Move editing line .1 second
CTRL-F3	Move editing line .01 second
CTRL-F4	Move editing line .001 second
CTRL-F5	Move editing line 1 sample
CTRL-INS	Copy a highlighted section of the sound graph and place it on the clipboard
CTRL-P	Play the highlighted section of sound
CTRL-R	Record
CTRL-T	Test the instrument
CTRL-V	Change the volume

Those intending to master the art of sound editing will want to learn all about **Sound's** options. The reference section of this booklet provides detailed information about **Sound**.

## **Music & Sound Reference**



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# Music

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## Introduction

You now have the opportunity to become an accomplished musician without years of toil and practice. Because DeskMate's Music is so much fun, no nagging is necessary to encourage you to practice.

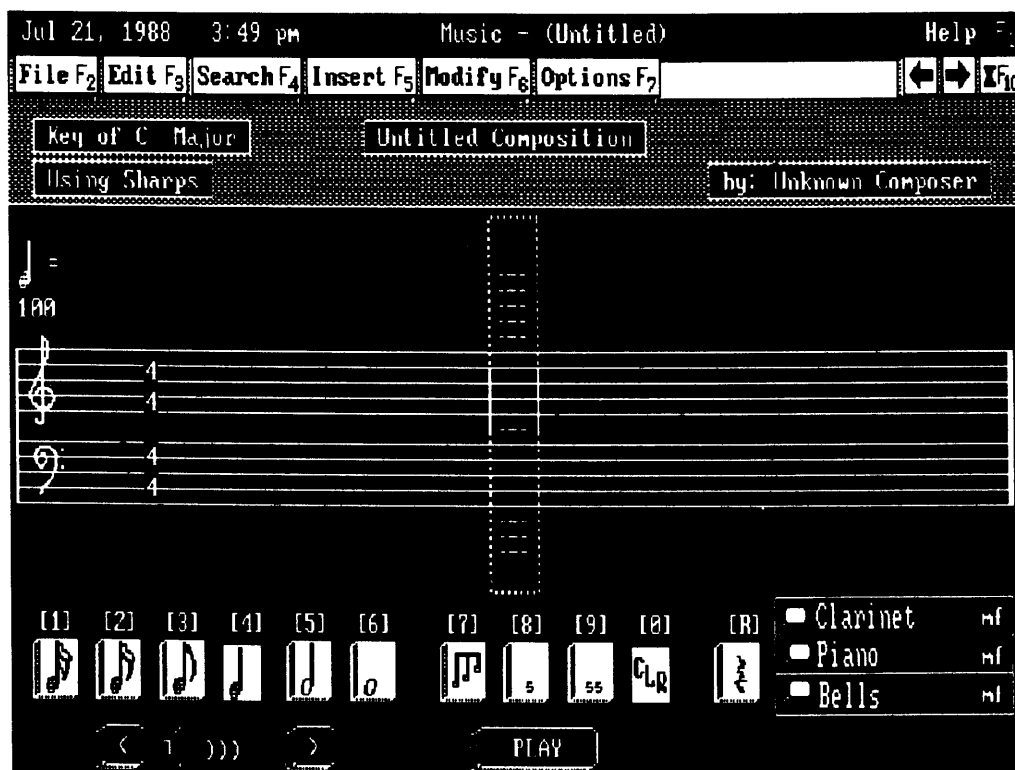
Music has the sophistication to let you copy and compose traditional music manuscripts; yet, Music also furnishes the freedom to experiment with unique sounds and rhythm patterns.

We suggest that you begin with the Music article in the "One, Two, Ready, Go" section of this manual and then use this reference chapter when you need help with a particular function.

## The Music Screen

*If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.*

You can open DeskMate's Music program by highlighting MUSIC.PDM in the Programs list box on the desktop. Then, either press **ENTER**, or double click the mouse button. Your Music screen appears:



## The Music Menus

Music has six menus, which appear on the left of the menu bar, that list the options you can use with Music. Notice that some menu options have accelerator keys listed next to them. These keys let you perform the tasks without pulling down a menu. For example, when you want to insert a bar line, you can press **CTRL-B** to select Bar line from the Insert Menu.

File <b>F2</b>	
New	
Open...	
Save	
Save as...	
Page setup...	
Print...	
Exit	Esc
Run...	

Edit <b>F3</b>	
Undo	
Cut	Shift+Del
Copy	Ctrl+Ins
Paste	Shift+Ins
Clear	Del
Select all	
Insert	Ins

Search <b>F4</b>	
Bar line...	
Score marker...	
Instrument change	

Insert <b>F5</b>	
Tempo...	
Key signature...	
Time signature...	
Score marker...	
Alternate ending...	
Bar line	Ctrl+B
Instrument...	
Volume...	

Modify <b>F6</b>	
Tie/slar	
Remove tie/slar	
Repeat...	
Change repeat...	
Transpose...	
adjust bar lines	

Options <b>F7</b>	
✓Sound during entry	Ctrl+S
Use flats	Ctrl+U
Display single voice	Ctrl+D
Composer...	
Title...	

## Using the Menu Options

For your convenience, the "Tasks and Topics" section uses predominantly a task-oriented approach. You look up a subject according to what you want to accomplish, rather than according to an option name listed on a Music menu. If you need a reminder about the tasks associated with a given menu option, refer to the "Music Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.



## Music Menu Options

### File F2

#### **New**

Create a New File from Within a File

#### **Open**

Open an Existing File from Within a File  
Open an Existing File in Another Drive  
or Directory

#### **Save**

Store Updates to an Existing File

#### **Save as**

Rename the File on the Screen  
Store Updates to a New File

#### **Page setup**

Format a Sheet Music Layout

#### **Print**

Print Music on Paper  
Print Music on the Screen  
Print Music to a File

#### **Exit**

Exit Music

#### **Run**

Run Another Application

### Edit F3

#### **Undo**

Cancel Your Last Editing Operation

#### **Cut**

Move Music to Another File  
Move Music Within the Same File

#### **Copy**

Duplicate Music in Another File  
Duplicate Music Within the Same File

#### **Paste**

Duplicate Music in Another File  
Duplicate Music Within the Same File  
Move Music to Another File  
Move Music Within the Same File

#### **Clear**

Delete a Section of Music

#### **Select all**

Select an Entire Voice

#### **Insert**

Insert Mode  
Overtyping Mode

### Search F4

#### **Bar line**

Find a Bar

#### **Score marker**

Find a Score Marker

#### **Instrument change**

Find an Instrument Change

### Insert F5

#### **Tempo**

Change the Tempo

#### **Key signature**

Change the Key Signature

#### **Time signature**

Change the Time Signature

#### **Score marker**

Insert a Score Marker

#### **Alternate ending**

Insert an Alternate Ending

#### **Bar line**

Insert a Bar Line

#### **Instrument**

Change an Instrument

#### **Volume**

Change the Dynamic Level

### Modify F6

#### **Tie/Slur**

Insert a Tie/Slur

#### **Remove tie/slur**

Remove a Tie/Slur

#### **Repeat**

Repeat a Section of Music

#### **Change repeat**

Change the Number of Times a  
Section Repeats

#### **Transpose**

Transpose Notes

#### **Adjust bar lines**

Automatically Insert Bar Lines  
Bar Lines

### Options F7

#### **Sound during entry**

Turn Off the Note-Entry Tone  
Turn On the Note-Entry Tone

#### **Use sharps/Use flats**

Change the Accidental

#### **Display single voice/Display all voices**

Display a Single Voice  
Display All Voices

#### **Composer**

Name the Composer

#### **Title**

Name the Composition

## Using Music

Music is a superior music composition tool. You can use Music to replace regular music composition paper. You will not have to make messy erasures or start over if you make a mistake. With Music, you can change or delete sections of music at any time.

You have flexibility when you are using Music. There is no definite sequence for entering your composition notes and notations. Some of the steps are

essential, such as entering notes; however, other steps, like transpose and repeat, are optional.

The functions offered on the menu bars, the buttons on the screen, and the editing box let you control the music creation process.

A suggested sequence for composing music is the following:

- Start by defining the tempo
- Choose a time signature
- Select a key signature
- Choose an instrument for the first voice
- Enter notes, accidentals, and rests
- Add bar lines
- Play the music
- Add another voice

The treble and bass clefs are already present on the grand staff. For your first operation, you can select the *Tempo*. After determining the preferred speed of the piece, you might select the *Time signature*. If your music is not in the key of C, Music's default key, you can specify the *Key signature*.

Next, you assign the *voice* using the choices in the Voice/Instrument box (the voice number, voice color, and instrument). On the staff, the voices are identified by color and instrument number.

Music comes equipped with five instruments. You can assign one instrument to each voice. After you learn to create instruments with the Sound application, you can have many more instrument choices.

Using the editing box, you enter musical notes and other music notations on the lines and spaces of the grand staff. The editing box is stationary on the screen, but it always indicates your location on the staff. (The staff moves under the box as you enter notes.)

The editing box shows you the current note value you are working with. If you are using the keyboard to enter notes, the current note value appears in the box as a blinking note. If you are using a mouse to enter notes, the current note value appears in the box when you move the pointer into the box.

You can change the note value using the six note value buttons in the control area near the bottom of the screen. When you choose to use a new note value, it appears in the editing box. Dotted notes can be specified when necessary. When you need to enter rests, use the screen's R button. Bar lines can be added and numbered for quick reference.

After you have completed the first voice, you can create a harmonized effect by adding up to two more voices.



To get an idea of how your music sounds, you can select the **PLAY** button at any time.

Refer to the “Tasks and Topics” section for a complete list of all the features and options available when you are using the Music application. If you need help in understanding some of the musical terms used in this chapter, refer to “Music Terms” for a brief lesson in music theory.

## Tasks and Topics

### Automatically Insert Bar Lines

Use the Adjust bar lines option on the Modify Menu to automatically insert bar lines.

1. Highlight the section in which you want to automatically insert the bar lines.
2. Select Adjust bar lines from the Modify Menu.

Music deletes the current bar lines (if any) in the highlighted section and inserts bar lines to divide the music into measures based on the current time signature. If Music cannot divide the notes evenly into bars, the new bar lines are in a different color.

### Bar Lines

Bar lines divide music into bars (measures). After you enter the correct number of beats in a measure, you can insert the bar line by pressing **CTRL-B**. (This option also appears on the Insert Menu, and you can insert the bar line by accessing the menu.) After you insert the bar line, the bar number appears above the line.

You can also use the Adjust bar lines option on the Modify Menu to automatically insert bar lines into a selected section of your music. See "Automatically Insert Bar Lines" for more information.

The Bar line option on the Search Menu lets you search for and display a specific bar. See "Find a Bar" for more information.

### Cancel a Dotted Note

Use the CLR button near the bottom of the screen to cancel a dot (or double dot) that you added to the value of the note in the editing box. CLR works only for the note that is currently in the editing box and which has not yet been inserted into the music.

- Choose CLR.

The dot or double dot disappears from the blinking note in the editing box.

You can also cancel a dotted note by choosing the triplet modifier (7) or the other dotted note button.

### Cancel a Triplet

Use the CLR button near the bottom of the screen to cancel a triplet modifier added to the note in the editing box. CLR works only for the note that is currently in the editing box and which has not yet been inserted into the music.

- Choose CLR.

The 3 disappears from the note in the editing box.

You can also cancel a triplet by choosing the dot or double dot modifier (8 or 9).

### Cancel Your Last Editing Operation

Use the Undo option on the Edit Menu to cancel your last editing operation.

**Note:** If you have inserted notes you want to keep in your music file, be sure to store updates to your file before you try to use the Undo option. For more information about storing a music file, see "Store Updates to a New File," and "Store Updates to an Existing File."

- Select Undo from the Edit Menu.

Music cancels your last editing change and restores your composition to its previous state.

### Change a Voice

The Music application lets you enter music in three voices (three simultaneous lines of music). However, you can work with only one voice at a time.

The voice/instrument box on the right side of the screen displays the three voices available. The button for the current voice is pressed, and the editing box appears in the



same color as the current voice. To change the current voice, use the following steps:

1. Move the cursor to the voice/instrument box.
2. Choose the desired voice.

The editing box changes to the color of the new voice. All notes you enter in this new voice appear on the staff in this color. This helps you distinguish one voice from another.

## Change an Instrument

The voice/instrument box on the right side of the screen displays the instruments currently assigned to each voice. You can change the instrument by using the Instrument option on the Insert Menu.

1. Move the editing box to where you want to make an instrument change.
2. Select **Instrument** from the Insert Menu.

A dialog box appears, listing the five available instruments. (If you create additional instrument files with the Sound application, you can have as many as 32 instrument files.)

3. Select the desired instrument.
4. Select **OK** to complete the task.

The number of the new instrument appears on the staff in the current voice color. The name of the new instrument and its number are displayed in the voice/instrument box.

## Change Note Values

The note in the editing box indicates the current note value. The default is a quarter note (J). You can change the current note value, using the buttons at the bottom of the screen.

- Select the desired note value (1 through 6).

The note in the editing box changes to reflect the new value.

You can also use the triplet, dot, and double dot buttons to change the current note value. See "Insert a Dotted Note" and "Insert a Triplet" for more information.

## Change Octaves

The solid parallel lines that are part of the outline of the editing box are the octave indicator. This indicator always appears in the color of the staff and indicates the current octave.

If you are entering notes from the keyboard by pressing the letter name, be sure that the octave indicator is positioned correctly so that the notes you enter will appear in the correct octave on the staff.

To manually move the octave indicator, press **ALT ↓** or **ALT ↑**.

If you are using the arrow keys or a mouse to position the note, you do not need to move the octave indicator. Simply position the note on the correct line or space and insert it. The octave indicator moves automatically when you insert a note in another octave.

## Change the Accidental

You can insert individual accidentals (sharps, flats, or naturals) anywhere in your music, using a special key command. (See "Insert an Accidental.")

Whether you sharpen (raise) or flatten (lower) a note depends on how you set an option on the Options Menu. The current setting (Using sharps or Using flats) is displayed in the music title area under the name of the key. To change this setting:

- Select **Use sharps** or **Use flats** from the Options Menu.

The indication in the music title area changes. When you follow the instructions in "Insert an Accidental," the program inserts the appropriate accidental into your music.

## Change the Color of the Voices

You can change the color of the voices by

changing the screen colors, using the Color option in the Setup accessory. For more information about this option, see the Accessories chapter in the *DeskMate User's Reference*.

### **Change the Dynamic Level**

You can change the dynamic level (volume) of the music at any time by changing the dynamic level for each voice separately. The voice/instrument box displays the current dynamic level for each voice. (The default is *mf*.) When you want to change a dynamic level, use the Volume option on the Insert Menu.

1. Select **Volume** from the Insert Menu.

A dialog box appears, listing the various dynamic levels you can use, from very soft (*pp*) to very loud (*ff*).

2. Choose the desired dynamic.

3. Select **OK** to complete the task.

The new dynamic level appears on the staff in the color of the current voice. The indication in the voice/instrument box also changes. If you want to change the dynamic level for another voice, change the voice and repeat the procedure.

### **Change the Key Signature**

The name of the current key signature appears on the left of the screen in the music title area. Any sharps or flats in that key signature are displayed near the beginning of each staff.

You can change the key signature at the beginning or at any other place in your composition by using the Key signature option on the Insert Menu.

1. Move the editing box to where you want to change the key signature.
2. Select **Key signature** from the Insert Menu.

A dialog box appears. The box contains two buttons at the top that let you choose

either major or minor keys. The key signatures listed under these buttons change based on your choice.

3. Choose **Major** or **Minor** to specify the type of key.
4. Choose the desired key signature.
5. Select **OK** to complete the task.

The selected name of the key signature appears in the music title area, and the appropriate sharps or flats appear on the staves. (If the new key signature is C major or A minor, the program displays naturals to cancel the previous key signature.)

See "Music Terms" for a list of the various key signatures and the accidentals they contain.

### **Change the Number of Times a Section Repeats**

Once you have entered a repeated section in your piece ("Repeat a Section of Music"), you can change the number of times the section repeats by using the Change repeat option on the Modify Menu.

1. Move the editing box to the repeat bar at the beginning of the section you want to change. Highlight the repeat bar.
2. Select **Change repeat** from the Modify Menu.

A dialog box appears, indicating the number of times the repeated section currently repeats.

3. Type the number of times you want the section to repeat.
4. Select **OK** to complete the task.

The number above the repeat bar changes to reflect the new number of repeats.

To remove a repeat, move the editing box to either repeat bar (beginning or end). Press **DELETE** or use the Clear option in the Edit Menu.



## Change the Overall Volume

You can change the overall playback volume using the volume indicator at the bottom left of the screen.

- Choose > to increase the volume, or choose < to decrease the volume.

“Sound waves” appear or disappear to indicate the volume level. The maximum number of sound waves is five.

## Change the Tempo

The current tempo (speed) of a composition is displayed above the staff on the left of the screen. (The default is  $\text{♩} = 100$  beats per minute). You can change this setting at any place in your composition by using the Tempo option on the Insert Menu.

1. Move the editing box to where you want to change the tempo of your music.
2. Select Tempo from the Insert Menu.

A dialog box appears, containing a list of note values you can use as the basic beat for your tempo and a field in which you can enter the number of beats per minute.

3. Select the desired note value.
4. Type the new tempo setting.
5. Select OK to complete the task.

Music inserts the new tempo setting at the editing box location.

There are certain tempo limitations for each note value. If you set a tempo out of the range for the note value you specified, a dialog box appears, giving you the correct range.

## Change the Time Signature

The current time signature appears near the beginning of each staff. The default is 4/4. You can change the time signature at any place in your composition by using the Time signature option on the Insert Menu.

1. Move the editing box to where you want to change the time signature.
2. Select Time signature from the Insert Menu.

A dialog box appears. The box contains two fields so that you can enter both numbers of the time signature. Some example time signatures are 3/4, 4/4, and 6/8. (The top number must be in the range 2 to 32, and the bottom number must be 2, 4, 8, 16, or 32.)

3. Type the top number of the time signature.
4. Type the bottom number of the time signature.
5. Select OK to complete the task.

Music inserts the new time signature at the editing box location.

## Correct an Error

You can quickly delete any notations of sound — notes, indications of instrument or voice changes, dynamic markings, and so on — by using **BACKSPACE** or **DELETE**. (If you delete a note, instrument change, or volume change, you delete it only in the current voice.)

Use the **BACKSPACE** key to delete a notation to the left of the editing box. The music on the staff moves together to fill the deleted space.

Use the **DELETE** key to delete the notation currently displayed in the editing box. The music on the staff moves together to fill the deleted space.

You can also use the Edit Menu's Clear option to delete a section of music.

If you delete a notation or section of music by mistake, you can use the Edit Menu's Undo option to cancel your last editing change.

## Create a New File from Within a File

Use the File Menu's New option when you want to create a file without returning to the desktop.

1. Select New from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, a new music file appears.

2. Select YES, NO, or CANCEL.

If the file is untitled, Save as: appears. Continue with Step 3. If the file is titled, a new music file appears.

3. Type a filename of eight characters or fewer.

Music automatically adds the extension .sng, unless you specify otherwise.

4. Select SAVE to complete the task.

A new, untitled file appears. (Some of the settings used with the previous file, such as the overall volume, remain in effect.)

## Delete a Section of Music

You can delete a single note or notation on the staff, using the BACKSPACE or DELETE key. However, to delete a selected group of notes in the current voice, follow the instructions below:

1. Highlight the section you want to delete.
2. Select Clear from the Edit Menu.

The highlighted notes disappear from the screen. (You can use the Edit Menu's Undo option to recover your last deletion.)

## Display a Single Voice

You can use the Display single voice/Display all voices option on the Options Menu to temporarily display only the notes in the current voice. If all the voices appear on the screen, the prompt Display single voice will ap-

pear on the Options Menu.

- Select Display single voice from the Options Menu.

All notes disappear except those in the current voice. See "Display All Voices" for information on how to restore all the notes.

## Display All Voices

You can use the Display all voices/Display single voice option on the Options Menu to restore all voices to the screen after displaying only the current voice. If only one voice appears on the screen, the prompt Display all voices will appear on the Options Menu.

- Select Display all voices from the Options Menu.

Music redisplay the notes for all the voices.

## Duplicate Music in Another File

Use the Copy and Paste options on the Edit Menu to duplicate music and then insert the music into another music file. The Copy option affects only the current voice.

1. Highlight the section you want to copy.
2. Select Copy from the Edit Menu.

Music copies the highlighted section to the clipboard.

3. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select YES, NO, or CANCEL.

If the file is untitled, Save as: appears. Continue with Step 5. If the file is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

Music automatically adds the extension

.sng, unless you specify otherwise.

6. Select **SAVE** to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol [:] indicates the parent directory.)

7. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

8. Select **OK** to complete the task.

9. In the newly opened file, move the editing box to where you want to insert the music.

10. Select **Paste** from the Edit Menu.

The program inserts the music from the clipboard at the editing box location.

## Duplicate Music Within the Same File

Use the Copy and Paste options on the Edit Menu to duplicate music at another place in the same file. The Copy option affects only the notes in the current voice.

1. Highlight the music you want to copy.
2. Select **Copy** from the Edit Menu.

Music copies the highlighted music to the clipboard.

3. Move the editing box to where you want to insert the copied music.
4. Select **Paste** from the Edit Menu.

The program inserts the music from the clipboard at the editing box location.

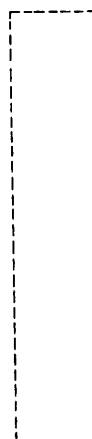
## Editing Box

The editing box serves as your cursor on the staff. If you are using the keyboard, the box contains a blinking note that indicates the

current note value. If you are using a mouse, a non-blinking note appears when you move the pointer into the box.

**Note:** If you have a mouse attached but are using the keyboard, the editing box remains empty until ↑ or ↓ is used. Then a blinking note appears.

The box is outlined with dotted lines in the color of the current voice.



The solid vertical lines, which always appear in the color of the staff, are the octave indicator. This indicator shows you in which octave notes you enter from the keyboard will appear.

The horizontal dotted lines between the staves and above the staff are ledger lines. Use these lines and spaces to enter notes that do not fall directly on the staff.

As you enter notes, the music scrolls under the editing box. To position the editing box at a specific place, press → or ← (or use the options on the Search Menu). For more information, see "Change Octaves," "Enter Notes," and "Move the Editing Box."

## Enter Notes

You can enter notes in any of three ways:

### Using the Keyboard

- Press the letter key corresponding to the name of the note (A through G). The program inserts the note (using the current note value) into the octave currently shown by the octave indicator. (See "Music Terms" at the end of this chapter for the names of all the lines and spaces on the staff. See "Change Octaves" for information on changing the location of the octave indicator.) You can use the keyboard regardless of whether or not a mouse is installed.

or



- Press ↑ or ↓ to move the blinking note to the desired place on the staff. Then, press the space bar to insert the note (using the current note value). If you want to repeat the note, simply press the space bar again.

### Using a Mouse

- When you move the pointer into the editing box, the pointer changes to the current note value. Point to where you want to place the note, the desired place on the staff, and click the button. Music inserts the note at the specified place (using the current note value).

### Exit Music

Use the File Menu's Exit option to leave Music and return to the desktop.

1. Select **Exit** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, you return to the desktop.

2. Select **YES**, **NO**, or **CANCEL**.

If your file is untitled, **Save as :** appears. Continue with Step 3. If your file is titled, you return to the desktop.

3. Type a filename of eight or fewer characters.

Music automatically adds the extension **.sng**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

You exit Music and return to the desktop.

### Find a Bar

You can divide your music into bars (measures) by either using the Bar line option on the Insert Menu or pressing **CTRL-B**. After you enter the correct number of beats in a measure, insert a bar line. The bar number appears directly above the bar line.

The Bar line option on the Search Menu lets

you quickly find a specific bar and move the editing box to it.

1. Select **Bar line** from the Search Menu.

A dialog box appears.

2. Type the bar number you want to find.

3. Select **OK** to complete the task.

The editing box moves to the beginning of the specified bar.

### Find a Score Marker

Once you enter score markers into your composition, you can use the Score marker option on the Search Menu to quickly locate them. See "Insert a Score Marker" for information on entering the markers.

1. Select **Score marker** from the Search Menu.

A dialog box appears.

2. Type the letter of the score marker you want to find (A through Z).

3. Select **OK** to complete the task.

The editing box moves to the score marker.

### Find an Instrument Change

You can change the instrument assigned to a voice at any place in your music. (See "Change an Instrument.") To find an instrument change in the current voice, use the Instrument change option on the Search Menu.

- Select **Instrument change** from the Search Menu.

The editing box moves to the next instrument change in the current voice.

If you are currently past all instrument changes, the editing box moves to the first instrument change in the music.

## Format a Sheet Music Layout

Use the File Menu's Page setup option to design the page layout for your printed sheet of music.

1. Select **Page setup** from the File Menu.

A dialog box appears. Some of the options might not be available, depending on the type of printer you are using. Additional information about each option appears after the steps.

2. Change the desired option.
3. Select **OK** to complete the task.

**Format.** This option determines how the information is placed on the page. You can choose from the "portrait" (up and down) format and the elongated "landscape" (sideways) format.

**Note:** When printing in landscape format, DeskMate only prints ten characters per inch.

**Left margin.** This option lets you set the number of blank spaces of the left margin.

**Printed line width.** Use this option to set the total number of characters you want to print on one line.

For example, if you are using 8 1/2-inch paper and a ten-characters-per-inch font (such as Courier), the total line length is 85 characters. If you set a left margin of 1 1/2 inches (15 spaces) and you want a right margin of 1 inch (10 spaces), subtract the left and right margin amounts from the total line length ( $85 - 25 = 60$ ). The resulting total of 60 spaces (or 6 inches) is the printed line width. Be sure that the sum of the Left margin and Printed line width settings does not exceed the width of your paper.

**Note:** Laser printers, such as the Tandy LP 1000, have a *printable area* that is smaller than the actual paper size. If you are using a laser printer and the portrait format, be sure the sum of the Left margin plus the Printed line width does not exceed 80. If you are using a laser

printer and the landscape format, be sure the format does not exceed 100.

When printing in landscape format, DeskMate only prints ten characters per inch.

**Total lines per page.** Use this option to specify the total number of lines on each sheet of paper. For example, 8 1/2- by 11-inch paper contains 66 lines in portrait mode when figured at six lines per vertical inch.

**Note:** If you are using a laser printer, you can set a maximum of 61 lines per page.

**Printed lines per page.** Choose this option to enter the total number of lines you want to print on one page. For example, if the Total lines per page setting is 66 and you want top and bottom margins of six lines each, subtract the total of the top and bottom margins from the Total lines per page setting ( $66 - 12 = 54$ ). The total number of printed lines per page is 54.

**Double space.** Disregard the double space option, which appears shadowed in the dialog box. Music does not allow you to change this setting.

**Pause between pages.** If you are not using continuous form paper, choose this option so that you can insert a new sheet of paper after each page prints.

## Highlight Music

Before you can perform certain procedures on a section of your composition (such as Copy or Clear), you must highlight the specific section. Although choosing a section of music highlights the entire staff, the option you choose affects only the current voice.

The following table shows the keyboard commands you can use for highlighting:

**Key Sequence:                      Highlights the:**

**SHIFT →**                      Notation in the editing box and moves the editing box to the right

**SHIFT ←**                      Notation immediately preceding the editing box and moves the editing box to the left

**SHIFT-PGUP**                      Music to the left of the editing box and moves the editing box to the previous screen of music

**SHIFT-PGDN**                      Music to the right of the editing box and moves the editing box to the next screen of music

**SHIFT-END**                      Music between the editing box and the end of the composition, and moves the editing box to the end of the composition

**SHIFT-HOME**                      Music between the beginning of the composition and the editing box, and moves the editing box to the beginning of the composition

**Select all option on the Edit Menu**                      Current voice throughout the entire composition

To highlight music using a mouse, simply position the mouse at the beginning of the

section you want to highlight, press and hold the button, and drag the pointer. Release the button to stop highlighting.

To remove highlighting, press any key on the keyboard, except **ESC**.

## **Insert a Bar Line**

Bar lines divide your music into bars (measures). There are three ways you can insert bar lines with Music.

**Note:** Be sure to include a bar line at the end of your composition in order for the File Menu's Print option to function properly.

### • **Manual Bar Line Insertion (CTRL-B)**

1. Count the correct number of beats in a measure.
2. Move the editing box to where you want to insert the bar line.
3. Press **CTRL-B** to insert a bar line.

### • **Manual Bar Line Insertion (Insert Menu)**

You can manually insert bar lines using the Bar line option on the Insert Menu.

1. Count the correct number of beats in a measure.
2. Move the editing box to where you want to insert the bar line.
3. Select **Bar line** from the Insert Menu.

### • **Automatic Bar Line Insertion**

You can also use the Adjust bar lines option on the Modify Menu to automatically insert bar lines into a highlighted section of music using the current time signature.

1. Highlight the section of music in which you want to insert bar lines.
2. Select **Adjust bar lines** from the Modify Menu.



Music inserts the bar lines throughout the highlighted section of your composition.

**Note:** You might notice as you are editing your composition that the bar lines and any other musical notations that affect all the voices (such as tempo changes) have changed to the color of the second voice. This indicates that you have added or deleted notes in one of the voices in such a way that the notation now falls in the middle of a note. Simply add or delete notes or rests until the notation returns to the color of the first voice.

## Insert a Dotted Note

You can insert dots or double dots into the music to increase the length of a note or rest by using the buttons near the bottom of the screen. If you dot a note, its length increases by 1/2. If you double dot a note, its length increases by 3/4.

**Note:** You cannot double dot sixteenth notes, and you cannot dot or double dot thirty-second notes. When you choose a sixteenth or thirty-second note, the appropriate dot buttons are shadowed. When you choose one of the dot buttons, the appropriate note buttons are shadowed.

1. Choose a value for the note value (2 through 6).
2. Choose either dot or double dot (8 or 9).

The dot or double dot appears with the note in the editing box.

3. Insert the note.

The note and the dot (or dots) appear on the staff, and each note you enter will be dotted until you cancel the dot. See "Cancel a Dotted Note" for instructions on removing the dot.

## Insert a Rest

You can insert rests into your music by using

the buttons near the bottom of the screen.

1. Choose a value for the rest (1 through 6).

Notice that the rest button R displays the rest for the current note value. This will help you if you do not know the names of the rests. You can simply choose different note values until you see the rest you want to use.

2. Press R.

Music inserts the specified rest into the current voice at the editing box location.

You can also use the dot, double dot, and triplet modifiers to lengthen the value of a rest. See "Insert a Dotted Note" for more information.

## Insert a Score Marker

Use the Score marker option on the Insert Menu to insert markers into your music. You can then use these markers to find specific places in your composition. (See "Find a Score Marker.")

1. Move the editing box to where you want to insert a marker.
2. Select **Score marker** from the Insert Menu.  
  
A dialog box appears.
3. Type a letter (A through Z) to identify the marker.
4. Select **OK** to complete the task.

The letter you specified appears above the staff and to the left of the editing box location.

If you specify a marker that already exists, a dialog box appears, asking if you want to move the marker. If you choose **OK**, the program moves the marker. If you select **CANCEL**, the dialog box disappears. You can then select another marker.

## Insert a Tie/Slur



You can insert a tie (or slur) (—) into your

composition. If you use this notation on two (or more) notes that are the same pitch, the program “ties” them together and creates one note that equals the combined value of all the tied notes. If you use this notation on two or more notes of different pitches, the program “slurs” the notes together so that they sound without a break between them.

1. Highlight the notes you want to tie/slur.
2. Select **Tie/slur** from the Modify Menu.

Music inserts a horizontal line under these notes at the bottom of the staff. This line is the same color as the notes you tied/slurred together. For information on removing the tie/slur, see “Remove a Tie/Slur.”




### Insert a Triplet

You can use the triplet button near the bottom of the screen to insert a triplet. A triplet figure is a three-note pattern, the duration of which is equal to the note value of two-thirds of the triplet. For example, an eighth-note triplet (  ) has the same duration as two eighth notes (  ).

1. Choose a value for the note value (1 through 6).
2. Select the triplet modifier (7 ).

A 3 appears under the note in the editing box. When you insert the note, a 3 remains on the staff under the note to indicate that it is one note in the triplet figure. Be sure to enter the other notes of the triplet before you cancel the triplet modifier.

### Insert an Accidental

Accidentals (sharps, flats, and naturals) are musical notations that let you alter the pitch of a note. Use the sharp notation (  ) to raise the pitch of a note by one-half tone. Use the flat notation (  ) to lower the pitch of a note by one-half tone. Music inserts a natural (  ) if you enter an accidental on a note that is already sharped or flatted by the key signature.

Although your key signature probably has some sharps or flats, you might need to alter individual notes within your composition.

You can set the program to enter either sharps or flats. The current setting appears directly under the name of the key signature in the music title area. Be sure that this option is set correctly before you insert an accidental. See “Change the Accidental” for instructions on changing this option.

1. Choose the note value for the note you want to alter (1 through 6).
2. If you are entering notes by pressing the letter name, press **SHIFT** and the appropriate letter.

or

If you are using the arrow keys to position the note, position the note and press **SHIFT** and the space bar.

or

If you are using a mouse, point to where you want to insert the note, hold down **SHIFT**, and click.

The note appears on the staff preceded by either a sharp or a flat. A natural appears if a sharped or flatted note in the key signature is affected. The accidental affects the current note and voice only. Each time you want to enter an accidental, you must follow this procedure.

### Insert an Alternate Ending

Use the Alternate ending option on the Insert Menu to insert different endings into a repeated section.

1. Move the editing box to where you want the alternate ending to begin.

**Note:** An alternate ending must be within a repeated section.

2. Select **Alternate ending** from the Insert Menu.

**Note:** If you are not at a valid entry point for an alternate ending, the option is shadowed on the menu.

A dialog box appears showing the next consecutive alternate ending number.

3. Select **OK** to accept this number. (Or, type a new number and then select **OK**.)

The program inserts the number at the editing box location.

4. Enter the notes for the alternate ending.

You can have a maximum of ten alternate endings, but the number of alternate endings and the number of times a section repeats must be the same. When you play your composition, the program plays each alternate ending in turn, always skipping over other endings and returning to the beginning of the repeated section.

## Insert Mode

When you are in Insert mode, the Insert option on the Edit Menu is checked. Insert mode is the default setting when you begin the Music application. In Insert mode, you can insert a note or musical notation into a composition without deleting anything on the staves. Simply position the editing box where you want to insert a notation. Then, enter it. Music inserts the note or notation immediately preceding the editing box. (If the editing box is on a notation that affects all three voices, such as a tempo marking, key signature, time signature, or bar line, the next note or notation you enter appears immediately after the notation the editing box was on.)

- Select **Insert** from the Edit Menu; if the option does not have a check mark beside it.

## Move Music to Another File

Use the Cut and Paste options on the Edit Menu to move music from one file and then insert it into another file. The Cut option affects only the current voice.

1. Highlight the music you want to move.
2. Select **Cut** from the Edit Menu.

Music moves the highlighted section to the clipboard.

3. Select **Open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as :** appears. Continue with Step 5. If the file is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

Music automatically adds the extension **.sng**, unless you specify otherwise.

6. Select **SAVE** to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol **[:]** indicates the parent directory.)

7. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

8. Select **OK** to complete the task.
9. In the newly opened file, move the editing box where you want to insert the music.
10. Select **Paste** from the Edit Menu.

The program inserts the music from the clipboard at the editing box location.

## Move Music Within the Same File

Use the Cut and Paste options on the Edit Menu to move music to another place in the same file. The Cut option affects only the current voice.

1. Highlight the music you want to move.
2. Select **Cut** from the Edit Menu.



Music moves the highlighted section to the clipboard.

3. Move the editing box to where you want to insert the music from the clipboard.
4. Select **Paste** from the Edit Menu.

The program inserts the music from the clipboard at the editing box location.

## Move the Editing Box

When you enter notes, the editing box automatically moves to the right. There are also several keyboard commands you can use to move the box without inserting a note.

**Key:**      **Moves the editing box:**

←      One position to the left.

→      One position to the right.

**CTRL ←**      To the first note or notation in the current bar. (If the editing box is already on the first note or notation, it moves to the beginning of the previous bar.)

**CTRL →**      To the first note or notation in the next bar.

**PGUP**      To the previous full screen of music.

**PGDN**      To the next full screen of music.

**HOME**      To the beginning of the composition.

**END**      To the end of the composition (or to the end of the current voice if the voice does not continue to the end of the composition).

You can use the options on the Search Menu to move the editing box to a specific bar line, score marker, or instrument change.

If you are using a mouse, you can use the following methods to move the editing box:

**Action:**

**Moves the box:**

Click on any note on the staff

To that specific note

Click on one of the scrolling arrows on the menu bar

In the appropriate direction

## Name the Composer

The music title area provides a place to display the name of the composer of your composition. Use the **Composer** option on the Options Menu to enter this name.

1. Select **Composer** from the Options Menu.

A dialog box appears.

2. Type the name of the composer, using a maximum of 20 characters.

3. Select **OK** to complete the task.

The program inserts the name into the composer field in the music title area.

## Name the Composition

The music title area provides a place to display the name of your composition. Use the **Title** option on the Options Menu to insert a name. (This name does not affect the name of your file.)

1. Select **Title** from the Options Menu.

A dialog box appears.

2. Type the name you want to give the composition, using a maximum of 35 characters.

3. Select **OK** to complete the task.

The program inserts the name of the composition into the title field in the music title area.

## Open an Existing File from Within a File

Use the Open option on the File Menu to open an existing file without returning to the desktop.

1. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the file is untitled, Save as : appears. Continue with Step 3. If your file is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Music automatically adds the extension .sng, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol [:] indicates the parent directory.)

5. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

6. Select OK to complete the task.

The file you requested appears.

## Open an Existing File in Another Drive or Directory

Use the File Menu's Open option to open a file in another drive or directory without returning to the desktop.

1. Select Open from the File Menu.

If you made changes, Save changes? appears. Continue with Step 2. If you

have not made changes, continue with Step 5.

2. Select YES, NO, or CANCEL.

If the file is untitled, Save as : appears. Continue with Step 3. If your file is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Music automatically adds the extension .sng, unless you specify otherwise.

4. Select SAVE to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol [:] indicates the parent directory.)

5. Highlight the appropriate drive or directory.

6. Select OK to display the directories and files in the highlighted drive or directory.

Other available drives appear in the list box as well.

7. Repeat Steps 5 and 6 until the list box displays the filename you want to open.

8. Highlight the file you want to open.

9. Select OK to complete the task.

The file you requested appears.

**Note:** When you open a file from a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file resides. However, when you exit Music, the desktop displays a list of files from the directory you were in when you accessed Music.

## Overtyping Mode

When you are in Overtyping mode, the Insert

option on the Edit Menu is not checked. In Overtyping mode, you can change a note or rest by typing over it. Simply position the editing box over the note or rest you want to change, and type a new note or rest. You cannot type over the other notations.

- Select **Insert** on the Edit Menu; if the option has a check mark beside it.

## Play Your Composition

To play the composition currently displayed on your screen:

- Select the **PLAY** button on the screen, or press **ALT-P** on the keyboard.

You can stop play at any time by pressing any key except **F11** and **F12**. The editing box moves to the place in the music where you stopped. To restart the Play function press **ALT-P** (or point to **PLAY** and click). The piece continues playing from the current editing box location.

Press **CTRL-X** to play a piece continuously, then press any key to stop the playing.

You can also play a specific portion of your composition by first highlighting the section and then selecting **PLAY**.

## Print Music on Paper

Use the File Menu's **Print** option to print your sheet music on paper. To see how your music will look on the page before you print it, see "Print Music on the Screen."

Be sure to use the **Printer** option in the Setup accessory to tell DeskMate the type of printer you are using. The print function might not work with some printers, such as daisy wheel printers. Also, be sure to set up your page layout using the File Menu's **Page setup** option.

You can make your printout show one or all voices, depending on whether you select the **Display all voices** or **Display a single voice** option on the Options Menu.

**Note:** To print a portion of your file, highlight the section you want to

print, and then proceed with these instructions.

1. Select **Print** from the File Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Printer** button.
3. Select **OK** to begin printing.

Your music begins to print, and a dialog box appears containing information about the print operation. You can select **CANCEL** at any time to stop the operation.

**Note:** If you chose the **Pause between pages** option when you formatted the page layout, the printer stops to let you change sheets of paper when each page finishes printing. A dialog box appears, asking whether you want to reprint the current page.

To print the next page, insert a new sheet of paper and then select **NO**. If you want to print the same page, insert a new sheet of paper and select **YES**. Select **CANCEL** to stop the print operation.

When you finish printing, select **NO** at the **Reprint current page?** prompt.

## Print Music on the Screen

Use the File Menu's **Print** option to print your music to the screen. Printing on the screen lets you see how your file will look on paper.

Be sure to use the **Printer** option in the Setup accessory to tell DeskMate the type of printer you are using before you print the file. The print function might not work with some printers, such as daisy wheel printers. Also, be sure to set up your page layout using the File Menu's **Page setup** option.

**Note:** To print a portion of your file, highlight the section you want to print, and then proceed with these instructions.

1. Select **Print** from the **File** Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **Screen** button.
3. Select **OK** to complete the task.

Your music appears on the screen. You can scroll through it or use the **Next** page option on the **Options** Menu to see the next page.

4. When you finish viewing the music on the screen, select **Exit** from the **Options** Menu.

### Print Music to a File

Use the **Print** option on the **File** Menu to print your music to another file. Printing to a file stores the file on disk, using the name you give plus the extension **.prn**. You can then use the **MS-DOS®** **Print** command to print the file from another computer that is not running **DeskMate**.

The printer used to print music from **MS-DOS** must be the same type as the one you are using with **DeskMate** (the one you assigned with the **Printer** option in the **Setup** accessory).

**Note:** To print a portion of your music, highlight the specific section. Then, proceed with these instructions.

1. Select **Print** from the **File** Menu.

A dialog box appears.

2. At the **Print to:** prompt, choose the **File** button and press the space bar.
3. At the **Filename:** prompt, type the name you want to give the "printed" file, using eight or fewer characters.

**Note:** Be sure to type a complete path-name of up to 64 characters if you want to save the file on a different drive or in a different directory.

4. Select **OK** to complete the task.

Note that when you return to the desktop, you will not see the **.prn** file listed in any application's list box. It does, however, reside on disk. You can view it and other files in the directory from the desktop's **Tree View**.

### Remove a Tie/Slur

You can use this option on the **Modify** Menu to remove a tie or slur that you previously inserted. (See "Insert a Tie/Slur.")

1. Highlight the notes that are tied/slurred.
2. Select **Remove tie/slur** from the **Modify** Menu.

Music removes the horizontal line at the bottom of the staff that represents the tie/slur.

### Remove an Accidental

You can use the **DELETE** key to remove a note with an accidental you inserted.

1. Move the editing box over the note that has an accidental.
2. Press the **DELETE** key to remove the note and the accidental.
3. Replace the note using the appropriate note value.

### Rename the File on the Screen

You can use the **Save as** option on the **File** Menu to rename the currently displayed file. This option saves the current file under the new name, but your original file is not deleted. It remains in the **Music** list box under its original name.

1. Select **Save as** from the **File** Menu.

A dialog box appears.

2. At the **Save as:** prompt, type a new name for the file, using eight characters or fewer.



Music automatically adds the extension .sng, unless you specify otherwise.

3. Select **SAVE** to complete the task.

The file's new name appears on the screen.

### **Repeat a Section of Music**

Use the Repeat option on the Modify Menu to repeat a highlighted section of music.

1. Highlight the section of music you want to repeat.
2. Select **Repeat** from the Modify Menu.

A dialog box appears.

3. Type the number of times you want to repeat the highlighted section (a maximum of 10).

Music inserts beginning and ending repeat bars (|| :: ||). The number of times the section will play appears above the beginning repeat bar.

You can insert alternate endings within a repeated section of music. See "Insert an Alternate Ending" for more information.

### **Run Another Application**

Use the File Menu's Run option to open another application file or run another software package without returning to the desktop.

1. Select **Run** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as:** appears. Continue with Step 3. If the file is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Music automatically adds the extension .sng, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears.

5. At the **Program:** prompt, type the name of the application you want to run.
6. At the **Data file:** prompt, type the name of the data file you want to use with the chosen application, or leave the prompt blank.

If you leave the prompt blank, DeskMate runs the specified application or program without opening a corresponding data file.

7. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

**Normal** runs the program at the normal CPU speed. Some software packages, such as games and speed-sensitive programs, require that you run them at normal clock speed to ensure that they operate properly.

**Fast** runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run DeskMate applications.

8. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software program you specified. Insert the appropriate diskette and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the Desktop.pdm file. After you do, you return to the desktop.

### **Select an Entire Voice**

Use the Select all option on the Edit Menu to highlight an entire voice of your composition.

- Select **Select all** from the Edit Menu.

The program highlights the entire voice throughout the composition. You can then choose an option that will affect the highlighted section.

## Store Updates to a New File

Use the Save as option on the File Menu to title and store a new file without exiting the file.

1. Select Save as from the File Menu.

A dialog box appears.

2. At the Save as : prompt, type the name you want to give the file, using eight characters or fewer.

Music automatically adds the extension .sng, unless you specify otherwise.

3. Select SAVE to complete the task.

The new file and its name are stored on the disk, and the file remains on the screen.

## Store Updates to an Existing File

Use the Save option on the File Menu to store changes you have made in an existing file without exiting the file. Do this periodically to help prevent loss of information. (If you have not yet named your file, use the Save as option.)

- Select Save from the File Menu.

Music stores the changes you have made on the disk, and the file remains on the screen.

## Transpose Notes

Use the Transpose option on the Modify Menu to change the pitch of specific notes. This procedure affects only the selected notes in the current voice.

1. Highlight all the notes in the current voice you want to transpose.
2. Select Transpose from the Modify Menu.

A dialog box appears.

3. Choose either Up or Down.
4. At the Half steps prompt, type the number of half steps you want to move the highlighted notes.
5. Select OK to complete the task.

The program moves the selected notes in the current voice the specified number of half steps and inserts any necessary accidentals. (For example, to transpose by an octave, specify 12 half steps either up or down.)

## Turn Off the Note-Entry Tone

Use the Sound during entry option on the Options Menu to turn off the note-entry tone. If the Sound during entry option is checked, a note sounds when you enter it.

- Select Sound during entry from the Options Menu.

The check mark disappears. Music turns off the note-entry tone, and you will not hear anything when you enter notes.

## Turn On the Note-Entry Tone

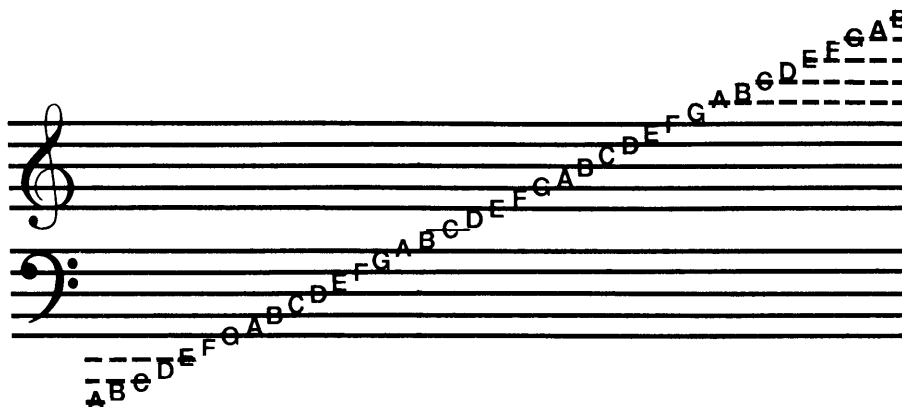
Use the Sound during entry option on the Options Menu to turn on the note-entry tone.

- Select Sound during entry from the Options Menu.

The check mark in front of the Sound during entry option reappears. You can now hear the pitches as you enter the notes.

## Music Terms

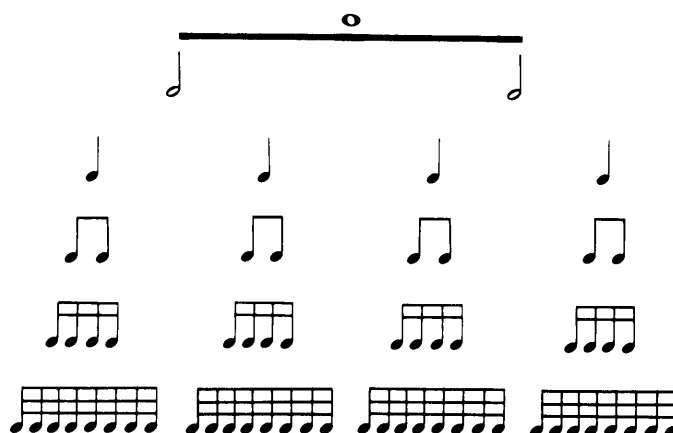
### The Staff



### The Names of the Notes and Rests

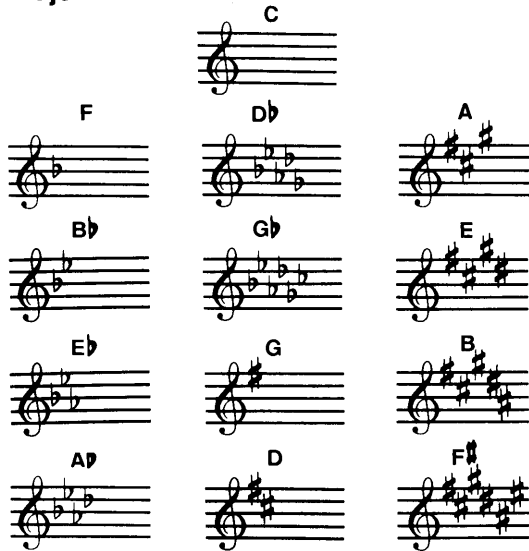
Name of Note	Musical Notation	Rest
Whole Note		
Half Note		
Quarter Note		
Eighth Note		
Sixteenth Note		
Thirty-second Note		

### The Relationships Between the Different Note Values

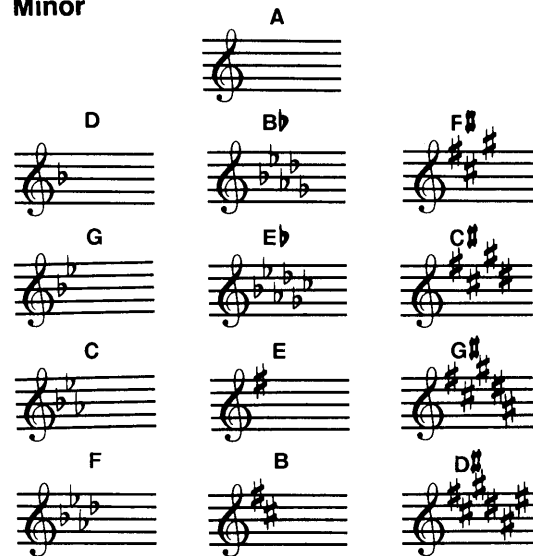


## Key Signatures

### Major



### Minor



## Questions and Answers

### Question

I do not have a printer, but I have been shopping for one. Can you tell me if there is a printer that will **not** print sheet music?

### Answer

Unfortunately, a daisy wheel printer will not print sheet music composed using Music.



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# Sound

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**Sound**

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## Introduction

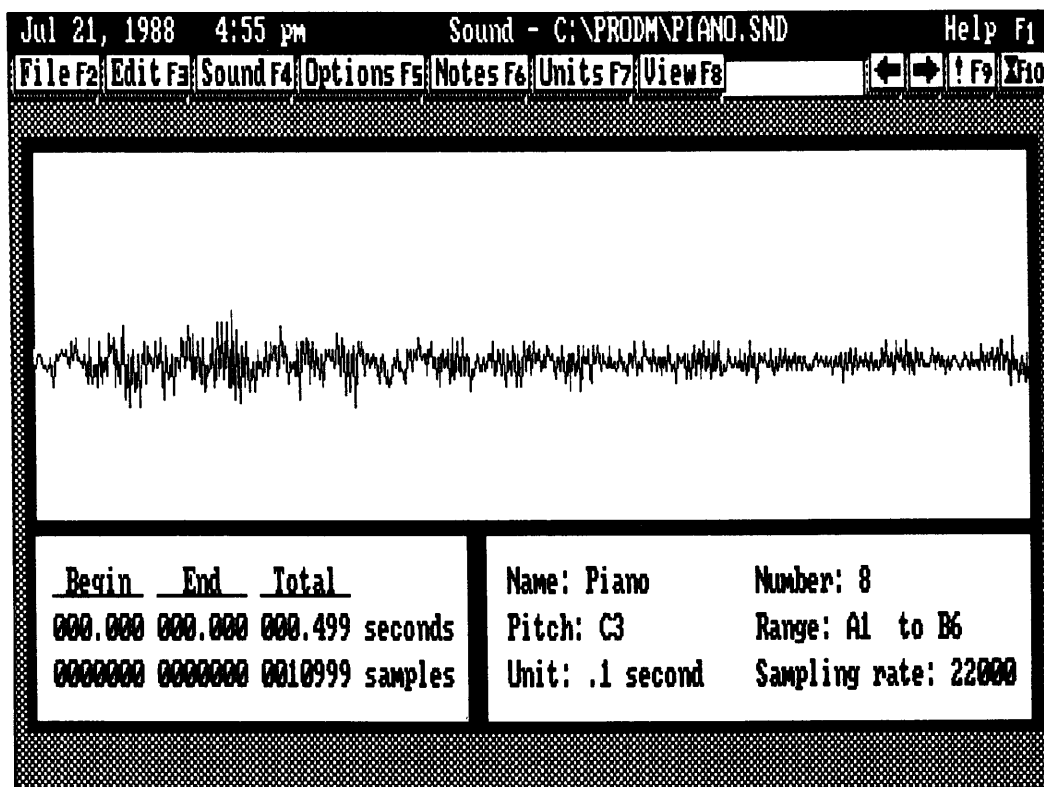
Sound is a dual-purpose application that lets you become a sophisticated sound editor in your own home. With Sound, you can edit sounds to use as musical instrument files with Music. Or, you can record unusual sound effects that can be used with the Alarm accessory.

We suggest that you begin with the Sound article in the "One, Two, Ready, Go" section of this manual and then use this reference chapter when you need help with a particular function.

### The Sound Screen

*If you are running DeskMate using diskettes, be sure the appropriate diskette is in the drive and you use the File Menu's Update screen option to display the contents. Then, open the application.*

You can open DeskMate's Sound application by highlighting SOUND.PDM in the Programs list box on the desktop. Then, either press **ENTER**, or double click the mouse button. Your Sound screen appears. When you open a sound file and a sound graph is on the screen, the screen looks similar to the following:



## The Sound Menus

Sound has seven menus, which appear on the left of the menu bar, that list the options you can use with Sound. Notice that some options have accelerator keys listed next to them. These keys let you perform a task without pulling down a menu. For example, when you want to record, you can press CTRL-R to select Record from the Sound Menu.

<b>File F2</b> New Open... Save Save as... Merge... Merge instrument... Exit Run... Restore file <hr/> ✓Instrument file Data compression...	<b>Edit F3</b> Cut                      Shift+Del Copy                    Ctrl+Ins Paste                   Shift+Ins Clear                    Del <hr/> Select all              Ctrl+A Select sustain <hr/> Extend beginning      Ctrl+H Reduce beginning      Ctrl+J Extend end              Ctrl+L Reduce end              Ctrl+K	<b>Sound F4</b> Calibrate...            Ctrl+C Record...               Ctrl+R Play entire              Ctrl+E Play                      Ctrl+P Play clipboard Test instrument      Ctrl+T Volume...               Ctrl+U <hr/> Amplify... Silence Mix Backward
<b>Options F5</b> Name... Pitch... Range... <hr/> Define sustain Sampling rate... <hr/> Memory...	<b>Notes F6</b> Add note Delete note <hr/> <b>Units F7</b> 1 second                Ctrl+F1 ✓.1 second              Ctrl+F2 .01 second              Ctrl+F3 .001 second            Ctrl+F4 1 sample                Ctrl+F5	<b>View F8</b> ✓Shrink to fit          Ctrl+S <hr/> x 8                        Ctrl+F6 x 2                        Ctrl+F7 x 1                        Ctrl+F8 x 1/4                     Ctrl+F9 x 1/16                    Ctrl+F10 <hr/> Show other end          Ctrl+O

## Using the Menu Options

For your convenience, the "Tasks and Topics" section of this chapter uses predominantly a task-oriented approach. You look up a subject according to what you want to accomplish, rather than according to an option name listed on a Sound menu. If you need a reminder about the tasks associated with a given option, refer to the "Sound Menu Options" table.

The "Tasks and Topics" section might also contain some topical listings. If a subject requires an extended explanation, it is covered under a separate topic, and then you are referred to the applicable tasks for that topic.



## Sound Menu Options

### File F2

#### **New**

Create a New File from Within a File

#### **Open**

Open an Existing File

Open an Existing File from Within a File

Open an Existing File in Another Drive or Directory

#### **Save**

Store Updates to an Existing File

#### **Save as**

Rename the File on the Screen

Store Updates to a New File

#### **Merge**

Merge Two Files

#### **Merge Instrument**

Merge Two Instrument Files

#### **Exit**

Exit Sound

#### **Run**

Run Another Application

#### **Restore file**

Restore the Last File in Memory

#### **Instrument file**

Specify an Instrument or Sound File

#### **Data compression**

Compress a Stored File

### Edit F3

#### **Cut**

Move Sound to Another File

Move Sound Within the Same File

#### **Copy**

Duplicate Sound in Another File

Duplicate Sound Within the Same File

#### **Paste**

Duplicate Sound in Another File

Duplicate Sound Within the Same File

Move Sound to Another File

Move Sound Within the Same File

### **Clear**

Delete Sound

### **Select all**

Highlight a Sound Graph

### **Select sustain**

Define a Sustained Section of Sound

### **Extend beginning**

Highlight a Sound Graph

### **Reduce beginning**

Highlight a Sound Graph

### **Extend end**

Highlight a Sound Graph

### **Reduce end**

Highlight a Sound Graph

### Sound F4

#### **Calibrate**

Minimizing Distortion

#### **Record**

Record a Sound

Record an Instrument File

#### **Play entire**

Play an Entire Sound File

#### **Play**

Play a Partial Sound File

#### **Play clipboard**

Play the Clipboard Contents

#### **Test instrument**

Test an Instrument

#### **Volume**

Change the Volume

#### **Amplify**

Change the Amplification

#### **Silence**

Replace Sound with Silence

#### **Mix**

Mix Two Instrument Files

#### **Backward**

Reverse the Sound Graph

### Options F5

#### **Name**

Name and Number an Instrument File

#### **Pitch**

Assign a Note's Pitch

#### **Range**

Assign a Note's Range

#### **Define sustain**

Define a Sustained Section of Sound

#### **Sampling rate**

Change the Sampling Rate

#### **Memory**

Check the Available Memory Space

### Notes F6

#### **Add note**

Add a Note

Record an Instrument File

#### **Delete note**

Delete a Note

### Units F7

**1 second**

**.1 second**

**.01 second**

**.001 second**

**1 sample**

Change the Unit Measurement

### View F8

#### **Shrink to fit**

**x 8**

**x 2**

**x 1**

**x 1/4**

**x 1/16**

#### **Show other end**

View a Sound Graph

### Using Sound

Sound, like all DeskMate applications, provides the tools to help you develop your own expertise at a very useful and entertaining skill.

You have the option to use Sound for recording sound effects or Music instrument files. Either process is not difficult. You can manipulate your recorded sound files into finely-tuned instrument files, using Sound's many sound-editing options.

You can use the Instrument file option on the File Menu to switch your recordings from sound files to instrument files. When you select the Instrument file option, you are turning a check mark on and off. When the option is checked, you are making instrument files, and when it is not checked, you are making sound files. When this option is checked, the Sound application is preset to record instrument files, and the Sampling rate is preset to 11,000 samples per second. You can alter the number of seconds the sound is recorded according to the memory space available.

After the sound is recorded, it appears in the editing box as a sound graph. The sound graph is composed of sound waves. The quality of the sound is determined by the consistency or evenness of the dips and crests of these sound waves. Using the sound-editing tools from the menus, you can alter a sound graph to produce a high-quality sound—one that might be indistinguishable from its original source.

When making an instrument file, you can:

- Record the sound at 11,000 samples per second
- Edit the sound
- Assign a pitch to the sound to make a "note"
- Assign a range to the note
- Repeat the process to place up to 16 notes on one instrument file
- Name, number, and save the file

There are other editing options involved such as Amplify, Define sustain, Mix, and Merge instrument, which are optional. The sound editing options let you create an instrument file with a minimum of distortion. You can make the decision on how much fine-tuning is necessary to create a satisfactory instrument file.

Refer to the "Tasks and Topics" section for a complete list of all the features and options available when you are using the Sound application.

## Tasks and Topics

### Add a Note

You can use the Note Menu's Add note option to add a note to an instrument file. Adding a variety of notes lets you expand the range of notes the instrument file can play when used as an instrument in the Music application. Instrument files can have a maximum of 16 notes. Each additional note is listed on the Notes Menu.

1. Be sure the Instrument file option on the File Menu is checked.

2. Select Add note from the Notes Menu.

The Sound screen appears and the note is shown in the information box on the lower right side of the screen. For each note added, you need to record a sound and assign a pitch and range.

Until you assign a pitch, the note on the Notes Menu's list will be labeled (not set). (See "Record an Instrument File" for the complete instructions on creating an instrument file.)

### Assign a Note's Pitch

You can use the Options Menu's Pitch option to assign a pitch to a note. Assigning a pitch to a note is necessary when creating instrument files to be used with the Music application. Chromatically, you have 63 pitch possibilities, from the lowest (A1) to the highest (B6). You must define the pitch before assigning a range.

In each instrument file, you can have 16 notes with 16 pitches and ranges. As each note is assigned a pitch, it is added to a list in the Notes Menu. If you have only one note with one pitch in the instrument file, the Music application uses that note's pitch as a base for all notes you enter. Having multiple pitches with multiple ranges gives the Music application an assortment of pitches to choose from when you enter a note. Thus, distortion is reduced.

1. Select Add note from the Notes Menu.

2. Select Pitch from the Options Menu.

A dialog box appears. The first two columns are notes. The third column lets you choose the octave in which you want to place the pitch.

3. Choose the pitch you want to assign the note.

The pitch is audible each time you select a note.

4. Choose the octave (1-6) you want the note to occupy.

**Note:** Your octave choice affects the range. The higher the octave number, the more limited your range possibilities are.

5. Select OK to complete the task.

The current note's pitch appears in the Sound screen's lower right information box. It is also appended to the Notes Menu. You can pull down the Notes Menu to view all the notes in the currently opened instrument file.

### Assign a Note's Range

Use the Range option on the Options Menu to assign a range for a pitch.

**Note:** Sound is capable of playing the full spectrum of notes in all ranges, using one pitch as a starting point. However, distortion might occur. Your instrument file will sound better if you create a variety of pitches and ranges.

You specify the range of notes that can be produced using a particular pitch as the reference point. This option is used only when making an instrument file. (You must assign the pitch before assigning the range.)

**Note:** Depending on the note and octave you select in either the lower or upper range, some pitches/ranges are shadowed on the screen because they are out of range.

1. From the Notes Menu, select the pitch

you want to assign a range.

2. Select Range from the Options Menu.

A dialog box appears. The three columns on the left under the **From:** prompt let you define the lower range (note and octave). The three columns on the right under the **To:** prompt let you define the upper range (note and octave).

3. Choose a note for the lower range.
4. Choose an octave for the lower range.
5. Choose a note for the upper range.
6. Choose an octave for the upper range.
7. Select OK to complete the task.

The Range appears in the Sound screen's lower right information box.

### Change the Amplification

You can amplify all or a section of the sound graph sample using the Sound Menu's Amplify option. The sound can be amplified or attenuated. When amplified, the vertical sound waves are lengthened. When attenuated, the vertical sound waves are shortened. Use this function to make the sound graph more consistent. A sound graph with consistent sound waves produces a smoother sound. The more uniform the "sound waves" appear on the sound graph, the better the quality of the recorded sound.

**Note:** Amplify should not be confused with Volume. The Amplify option does not affect the actual audio volume. See "Change the Volume" to change the volume.

1. Highlight the section of sound you want to amplify.
2. Select Amplify from the Sound Menu.

A dialog box appears. The amplification you enter can be a whole number or decimal greater than 0, but not more than 16.

For example, if you highlight a section of the sound graph and specify 00.500 as the amplification factor, the highlighted section would shrink vertically by one-half.

3. Type the amplification in the format nn.nnn.
4. Select OK to complete the command.

The highlighted sound section changes. If the section is not satisfactory, you can repeat the amplification process.

### Change the Sampling Rate

You can use the Sampling rate option on the Options Menu to set the desired sampling rate per second setting before recording a new sound file. You cannot use this option when Sound is set to record instrument files.

1. Select Sampling rate from the Options Menu.

A dialog box appears. The box shows the available sampling rates.

2. Choose 5500, 11000, or 22000.
3. Select OK to complete the task. The sampling rate setting, shown in the lower right information box, does not change until you record a sound at the new rate. After setting the sampling rate, the setting remains in effect for the next file, or until you change the rate.

### Change the Unit Measurement

You can set the distance the editing line moves when you press the → and ← arrow keys. The Units Menu options adjust the unit measurement.

- 1 second  
Select the 1 second option to set the editing line's movement to 1 second.
- .1 second  
Select the .1 second option to set the editing line's movement to 1/10 of a second.

- **.01 second**  
Select the .01 second option to set the editing line's movement to 1/100 of a second.
- **.001 second**  
Select the .001 second option to set the editing line's movement to 1/1000 of a second.
- **1 sample**  
Select the 1 sample option to set the editing line's movement to 1/sampling rate of a second.

The movement of the editing line, in relation to the sampling rate and the number of seconds the sound is recorded, is reflected at the bottom left of the screen.

## Change the Volume

You can adjust the sound playback volume using the Volume option on the Edit Menu.

1. Select **Volume** from the Sound Menu.

A dialog box appears, containing the volume range from silent (0) to loud (7).

2. Choose the volume you want.
3. Select **OK** to complete the task.

Anytime you play the sound or choose a pitch, the sound plays back at the current volume.

## Check the Available Memory Space

When recording sounds, you might need to check the available memory space before setting the recording time in seconds. You can check the memory space using the Memory option on the Options Menu.

1. Select **Memory** from the Options Menu.

A dialog box appears, showing the current memory space available.

2. Select **OK** to complete the task.

## Compress a Stored File

You can use the Data compression option on the File Menu to conserve memory space.

1. Select **Data compression** from the File Menu.

A dialog box appears.

2. Choose the appropriate button.
3. Select **OK** to complete the task.

If you chose **Music** or **Speech**, Music compresses the appropriate information in the file before saving it. If you chose **No compression**, the file is stored in uncompressed form.

If the option is checked, Sound compresses the instrument file before saving it. If the option is unchecked, the file is stored in uncompressed form.

## Create a New File from Within a File

Use the File Menu's **New** option when you want to create a new file without returning to the desktop.

1. Select **New** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes, a new sound file appears.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as:** appears. Continue with Step 3. If the file is titled, a new sound file appears.

3. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd** to the filename, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A new, untitled file appears. (Some of the



settings used with the previous file, such as the overall volume, remain in effect.)

Opening a new instrument file from within a sound file requires additional steps.

5. Select **Sampling rate** from the **Options** menu.
6. Set the sampling rate to 11000 and select **OK** to complete the task.
7. Select **New** from the **File** Menu.

A new, untitled file appears. (Some of the settings used with the previous file, such as the overall volume, remain in effect.)

### Define a Sustained Section of Sound

Your object when making instrument files is to create natural-sounding instruments with the capability of sustaining a note. Sound gives you the capability of selecting a portion of the sound that is repeated when the note is held. This portion of sound is called the *sustain loop*, or *sustain*.

After testing an instrument file, you might decide that a particular section of sound creates the desired effect. You can highlight that sound section, and apply the **Define sustain** option on the **Options** Menu.

1. Highlight the section you want to test for a good sustained sound.
2. Select **Test instrument** from the **Sound** Menu to test the highlighted section.

Repeat Steps 1 and 2 until you identify a satisfactory sustain loop.

(See "Highlight a Sustained Section of Sound" for instructions on selecting a previously defined sustain.)

3. Select **Define sustain** from the **Options** Menu.

If no section was previously defined, the sustained section is defined.

A dialog box appears if a sustained section was previously defined, asking you to confirm that you want to change the sustain loop. To redefine the sustain, continue with Step 4. Otherwise, select **CANCEL**.

4. Select **OK** to define the new sustain.

### Delete a Note

Use the **Delete note** option on the **Notes** Menu to delete a specific note from an instrument file. Make sure the instrument file is loaded.

1. From the **Notes** Menu, highlight the note you want to delete from the instrument file.
2. Select **Delete note** from the **Notes** Menu.

A dialog box appears, containing the prompt **Delete note?**

3. Select **OK** to complete the task.

The note is deleted.

### Delete Sound

You can delete a selected section of sound using the **Clear** option on the **Edit** Menu.

1. Highlight the sound section you want to delete.
2. Select **Clear** from the **Edit** Menu.

The selected sound or sound section disappears from the screen and is no longer part of your file. See "Restore the Last File in Memory" if you accidentally delete a sound or section of a sound.

### Duplicate Sound in Another File

Use the **Copy** and **Paste** options on the **Edit** Menu to duplicate sound and then insert it into another file.

1. Highlight the section you want to copy.

2. Select **Copy** from the **Edit** Menu.

Sound copies the highlighted section to the clipboard.

3. Select **Open** from the **File** Menu.

If you made changes, **Save changes?** appears. Continue with Step 4. If you have not made changes, continue with Step 7.

4. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as :** appears. Continue with Step 5. If the file is titled, continue with Step 7.

5. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd**, unless you specify otherwise.

6. Select **SAVE** to complete the task.

A dialog box appears, listing all the Sound files you can open in the current directory. In addition, this box lists all available subdirectories and drives. (The symbol **[:]** indicates the parent directory.)

7. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

8. Select **OK** to complete the task.
9. In the newly opened file, move the editing line to where you want to insert the sound from the clipboard.
10. Select **Paste** from the **Edit** Menu.

Sound inserts the sound from the clipboard at the editing line location.

### Duplicate Sound Within the Same File

Use the **Copy** and **Paste** options on the **Edit** Menu to duplicate sound in another place in the same file.

1. Highlight the section of sound you want to copy.

2. Select **Copy** from the **Edit** Menu.

Sound copies the highlighted sound to the clipboard.

3. Move the editing line to where you want to insert the copied sound.

4. Select **Paste** from the **Edit** Menu.

The program inserts the sound from the clipboard at the editing line location.

### Exit Sound

Use the **Exit** option on the **File** Menu to exit Sound.

1. Select **Exit** from the **File** Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not made changes to the file, the desktop appears.

**Note:** If you have cut or copied sound information to the clipboard, an additional dialog box will appear. If you meant to save the information on the clipboard, select **CANCEL**. Then, move the edit line to where you want to place the information and select **Paste**. If you prefer to lose the clipboard contents, select **OK**.

2. Select **YES**, **NO**, or **CANCEL**.

If your file is untitled, **Save as :** appears. Continue with Step 3. If your file is titled, you return to the desktop.

3. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

The program returns to the **DeskMate** desktop.

## Highlight a Sound Graph

You can use several options to highlight all or part of a sound graph. You can use the keyboard, mouse, or menu options.

### • Using the Keyboard to Highlight

To highlight a sound graph when using the keyboard, position the editing line where you want to begin highlighting, using the → and ← keys. (The distance the editing line moves depends on the unit number you specify using the Units Menu.) To highlight a section of the sound graph, hold down **SHIFT** and press either the → or ← key.

You can also:

- Press **SHIFT →** or **SHIFT ←** to adjust a previously highlighted section by the unit currently specified.
- Press **SHIFT-HOME** to highlight the area between the editing line and the beginning of the sound graph.
- Press **SHIFT-END** to highlight the area between the editing line and the end of the sound graph.

### • Using the Mouse to Highlight

To highlight a sound graph when using the mouse, position the pointer where you want to begin highlighting. Hold down the mouse button and move the editing line to the left or right. Then, release the button.

You can combine the mouse with keyboard commands:

- Press **SHIFT** and click the mouse button to highlight a section between the editing line and the position where the mouse is clicked.
- Press **SHIFT** and click the mouse button while inside a highlighted section to reduce the highlighted section.

- Press **SHIFT** and click the mouse button outside of a highlighted section to expand the highlighted section.

### • Using Menu Options to Highlight

You can use these options to more precisely highlight the sound graph, especially when using the mouse.

#### **Extend beginning**

You can use the Extend beginning option on the Edit Menu to highlight the sound graph one unit (as defined in the Units Menu) to the left or right of the location where you started highlighting.

1. Highlight a section of a sound graph.
2. Select **Extend beginning** from the Edit Menu.

#### **Reduce beginning**

You can use the Reduce beginning option on the Edit Menu to reduce the highlighting one unit to the left or right of the location where you started highlighting.

1. Highlight a section of a sound graph.
2. Select **Reduce beginning** from the Edit Menu.

#### **Extend end**

You can use the Extend end option on the Edit Menu to highlight the sound graph one unit to the left or right of the location where you stopped highlighting.

1. Highlight a section of a sound graph.
2. Select **Extend end** from the Edit Menu.

#### **Reduce end**

You can use the Reduce end option on the Edit Menu to reduce the highlighting one unit to the left or right of the location where you stopped highlighting.

1. Highlight a section of a sound graph.

2. Select Reduce end from the Edit Menu.

### Select all

You can use the Edit Menu's Select all option to highlight an entire sound graph.

- Select Select all from the Edit Menu.

### Highlight a Sustained Section of Sound

Use the Select sustain option on the Edit Menu to highlight a previously defined sustained section in an instrument file's sound graph.

- Select Select sustain from the Edit Menu.

If you have previously defined a sustained section in the currently displayed sound graph, that section is highlighted.

### Merge Two Files

You can use the File Menu's Merge option to merge a sound file with an instrument file or another sound file. Merge inserts the new sound at the editing line's current position.

1. Open the file in which you want to merge another file.
2. Move the editing line to where you want to merge the other file.
3. Select Merge from the File Menu.

A dialog box appears, listing all of the files you can merge.

4. Highlight the filename you want to merge.
5. Select OK to complete the task.

The two files are combined. You can use the File Menu's Save as option to save the new file under a new filename.

### Merge Two Instrument Files

You can use the Merge instrument option on the File Menu to merge two instrument files.

The Sound application appends a file to the one currently loaded. Each note from both files will remain intact after merging.

1. Display an instrument file.
2. Select Merge instrument from the File Menu.

A dialog box appears, listing all of the files you can merge.

3. Highlight the filename you wish to append to the currently displayed file.
4. Select OK to complete the task.

The merged file is appended to the file on the screen. Use the Save as option to save the new file under a new filename. The Notes Menu reflects all notes in both files.

### Minimizing Distortion

You can use the Calibrate option on the Sound Menu before recording a sound file to set conditions for minimal distortion. Calibrate matches the zero line of the recorded sound to the zero line of the Sound program as closely as possible. Be sure to use Calibrate before you record.

1. Select Calibrate from the Sound Menu.

A dialog box appears, giving instructions concerning the microphone.

2. Select OK to complete the task.

### Mix Two Instrument Files

You can use the Mix option on the Sound Menu to mix an instrument file with one previously stored on the clipboard. Mixing combines the two files to make one file.

1. Highlight either all of an instrument file or a section of a file.
2. Select Cut or Copy from the Edit Menu.

Sound moves or copies the highlighted information to the clipboard.

**3. Select Open from the File Menu.**

If you made changes, *Save changes?* appears. Continue with Step 4. If you have not made changes, continue with Step 7.

**4. Select YES, NO, or CANCEL.**

If the file is untitled, *Save as:* appears. Continue with Step 5. If the file is titled, continue with Step 7.

**5. Type a filename of eight characters or fewer.**

Sound automatically adds the extension *.snd*, unless you specify otherwise.

**6. Select SAVE to complete the task.**

A dialog box appears, listing all of the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol *[:]* indicates the parent directory.)

**7. Highlight the filename you want to open.**

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

**8. Select OK to complete the task.**

The sound file appears.

**9. Highlight the section that you want to mix with the clipboard information.****10. Select Mix from the Sound Menu.**

A dialog box appears, asking if you want to mix the files.

**11. Select OK to complete the task.**

On the screen, the resulting sound graph appears as a typical instrument file sound graph. You can edit and save this instrument file as a new file.

**Move Sound to Another File**

Use the Cut and Paste options on the Edit Menu to move sound into another file.

**1. Highlight the sound you want to move.****2. Select Cut from the Edit Menu.**

Sound moves the highlighted section to the clipboard.

**3. Select Open from the File Menu.**

If you made changes, *Save changes?* appears. Continue with Step 4. If you have not made changes, continue with Step 7.

**4. Select YES, NO, or CANCEL.**

If the file is untitled, *Save as:* appears. Continue with Step 5. If the file is titled, continue with Step 7.

**5. Type a filename of eight characters or fewer.**

Sound automatically adds the extension *.snd*, unless you specify otherwise.

**6. Select SAVE to complete the task.**

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol *[:]* indicates the parent directory.)

**7. Highlight the file you want to open.**

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

**8. Select OK to complete the task.****9. In the newly opened file, move the editing line to where you want to insert the sound from the clipboard.****10. Select Paste from the Edit Menu.**

The program inserts the sound at the editing line location.



## Move Sound Within the Same File

Use the Cut and Paste options on the Edit Menu to move sound to another place in the same file.

1. Highlight the sound you want to move.
2. Select Cut from the Edit Menu.

Sound moves the highlighted section to the clipboard.

3. Move the editing line to where you want to insert the sound from the clipboard.
4. Select Paste from the Edit Menu.

The program inserts the sound from the clipboard at the editing line location.

## Move the Editing Line

When editing sound, you control the procedure by moving the editing line inside the editing box. The following chart shows how to move the editing line, using either the keyboard or a mouse. (See "Change the Unit Movement" for an explanation of the Units Menu.)

Key:	Moves the line:
←	One unit to the left
→	One unit to the right
CTRL ←	Five times the selected unit to the left
CTRL →	Five times the selected unit to the right
ALT ←	One sample to the left
ALT →	One sample to the right

**HOME** To the beginning of the sound graph

**END** To the end of the sound graph

If you are using a mouse:

**Action:** **Moves the line:**

Click at any place on the sound graph To that specific location

## Name and Number an Instrument File

The Options Menu's Name option lets you specify a name and number for an instrument file. The Music application uses the number to identify the instrument on the grand staff.

1. Select Name from the Options Menu.  
A dialog box appears.
2. At the Name : prompt, type the name you want to give the instrument, using nine characters or fewer.
3. At the Number : prompt, type a number from 1 to 32.
4. Select OK to complete the task.

The name and number appear in the Sound screen's lower right information box.

## Open an Existing File

After you have stored several sound/instrument files, use the File Menu's Open option to retrieve a file.

1. Select Open from the File Menu.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol [:] indicates the parent directory.)

2. Highlight the file you want to open.

If the file you want to open is in another directory, see "Open an Existing File in Another Drive or Directory."

3. Select **OK** to complete the task.

The file appears on the Sound screen. Sound automatically "checks" or "unchecks" the Instrument file option on the File Menu to coincide with the file you opened.

### **Open an Existing File from Within a File**

Use the Open option on the File Menu to open an existing file without returning to the desktop.

1. Select **Open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not changed the file, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as :** appears. Continue with Step 3. If your file is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, the box lists all available sub-directories and drives. (The symbol **[:]** indicates the parent directory.)

5. Highlight the file you want to open.

If the file you want to open is in another drive or directory, see "Open an Existing File in Another Drive or Directory."

6. Select **OK** to complete the task.

### **Open an Existing File in Another Drive or Directory**

Use the File Menu's Open option to open a file in another drive or directory without returning to the desktop.

1. Select **Open** from the File Menu.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not changed the file, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as :** appears. Continue with Step 3. If your file is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears, listing all the files you can open in the current directory. In addition, this box lists all available sub-directories and drives. (The symbol **[:]** indicates the parent directory.)

5. Highlight the appropriate drive or directory.

6. Select **OK** to display the directories and files in the highlighted drive or directory.

Other available drives appear in the list box as well.

7. Repeat Steps 5 and 6 until the list box displays the name of the file you want to open.

8. Highlight the file you want to open.

9. Select **OK** to complete the task.

**Note:** When you open a file from a different drive or directory, subsequent "open" operations will display a list of files, drives, and directories from the directory in which the opened file

resides. However, when you exit Sound, the desktop displays a list of files from the directory you were in when you accessed Sound.

## Play a Partial Sound File

You can play a highlighted sound section. Use the Play option on the Sound Menu.

1. Highlight a section of sound.
2. Select Play from the Sound Menu.

Also, you can press **CTRL-P** to play a highlighted section of sound. If you have not selected any sound, Play starts playing at the current editing line position.

## Play an Entire Sound File

After opening a previously recorded sound file, or after recording a new sound file, you can play the entire file. Use the Play entire option on the Sound Menu to hear the sound file.

- Select Play entire from the Sound Menu.

You can also press **CTRL-E** to play the entire Sound File.

## Play the Clipboard Contents

Use the Play clipboard option on the Sound Menu to play the sound currently on the clipboard.

- Select Play clipboard from the Sound Menu.

## Record a Sound

Use the Sound Menu's Record option to record a sound.

**Note:** Before you record, make sure you have the microphone plugged into the jack on the front of your computer.

1. Be sure the Instrument file option on the File Menu is **not** checked.

2. Select Sampling rate from the Options Menu.

A dialog box appears, listing the available sampling rates.

3. Choose the desired rate.
4. Select OK to complete the task.
5. Select Record from the Sound Menu.

A dialog box appears. You are asked to enter the number of seconds you want to record the sound. Sound automatically informs you of the number of seconds you can record based on the current memory space available.

6. Type the number of seconds you want to record the sound.
7. Turn on your microphone.
8. Select OK to complete the task.

A dialog box appears. You can press any key to stop recording, or record the sound for the total number of seconds you specified.

After the sound has recorded, the sound graph appears in the sound editing box.

## Record an Instrument File

You use the Sound Menu's Record option to record an instrument file. Instrument files are those recorded sounds that can be used as musical instruments with the Music application.

Instrument files must be recorded at an 11,000 sampling rate. (The 11,000 sampling rate is preset when the File Menu's Instrument file option is checked.)

**Note:** Before you record, make sure you have the microphone plugged into the jack on the front of your computer.

1. Be sure the Instrument file option on the File Menu is checked.

2. Select **Add note** from the **Notes Menu**.

The **Sound** screen appears with an empty sound editing box.

**Note:** If **Sound** is not set to make instrument files, the options of the **Notes Menu** are disabled.

3. Select **Record** from the **Sound Menu**.

A dialog box appears. You are asked to enter the number of seconds you want to record the sound. The maximum number of seconds you can record is displayed in the **Seconds:** field. You can either use the maximum number indicated or specify fewer seconds. Continue with Step 4 if you want to change the number of seconds. Continue with Step 5 if you do not want to change the displayed number of seconds.

**Note:** To conserve memory space, it is recommended that you limit the length of your recordings, especially if you plan to include 16 notes in your instrument file.

4. Type the number of seconds you want to record the sound. (The number you specify must not be more than the available memory number provided by **Sound**.)
5. Turn on your microphone.
6. Select **OK** to complete the task.

A dialog box appears. You can stop recording by pressing any key, or you can continue recording for the total number of seconds specified.

After the sound is recorded, it appears as a sound graph in the sound editing box. You can repeat Steps 2 through 5 until you have added a maximum of 16 notes. You can either assign pitches and ranges to the notes after each recording, or after all have been recorded.

### Rename the File on the Screen

You can use the **File Menu**'s **Save as** option

to rename the currently displayed file. This option saves the current file under a new name. Your original file is not deleted but remains in the **Sound** list box under its original name. This option is especially useful when merging or mixing files.

1. Select **Save as** from the **File Menu**.

A dialog box appears.

2. At the **Save as:** prompt, type a new name for the file, using eight characters or fewer.

**Sound** automatically adds the extension **.snd**, unless you specify otherwise.

3. Select **SAVE** to complete the task.

The file's new name appears on the screen.

### Replace Sound with Silence

Use the **Sound Menu**'s **Silence** option to replace a highlighted section of sound with silence. Replacing sound with silence is a method of fine-tuning the sound graph.

1. Highlight the section of sound you want to replace with silence.
2. Select **Silence** from the **Sound Menu**.

A dialog box appears to verify that you want to silence the section of sound.

3. Select **OK** to complete the task.

The highlighted section of sound disappears from the sound editing box and is replaced by a straight horizontal line.

### Restore the Last File in Memory

Use the **File Menu**'s **Restore** file option to replace the sound on the screen with a copy of it as it was last saved on disk. This function is especially useful if you make a mistake in editing the file. If no changes have been made to the file, or if the file has never been saved, this option is shadowed on the menu.

1. Select **Restore file** from the **File Menu**.

A dialog box appears, asking if you want to cancel all changes since the last time the file was saved.

2. Select **OK** to complete the task.

You can resume your editing procedure with the file in its original form.

## Reverse the Sound Graph

You can use the **Backward** option on the **Sound Menu** to reverse the highlighted sound graph or sound graph section.

1. Highlight the sound graph or the section of the sound graph you want to reverse.
2. Select **Backward** from the **Sound Menu**.

The **Sound** application reverses, or makes a mirror image, of the highlighted section of sound.

## Run Another Application

Use the **File Menu**'s **Run** option to open another application file or run another software package without returning to the desktop.

1. Select **Run** from the **File Menu**.

If you made changes, **Save changes?** appears. Continue with Step 2. If you have not changed the file, continue with Step 5.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as:** appears. Continue with Step 3. If the file is titled, continue with Step 5.

3. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd**, unless you specify otherwise.

4. Select **SAVE** to complete the task.

A dialog box appears.

5. At the **Program:** prompt, type the name of the application you want to run.
6. At the **Data file:** prompt, either type the name of the data file you want to use with the chosen application, or leave the prompt blank.

If you leave the prompt blank, **DeskMate** runs the application or program you specify without opening a corresponding data file.

7. At the **CPU clock speed:** prompt, choose **Normal** or **Fast**.

**Normal** runs the program at normal CPU speed. Some software packages, such as games or other speed-sensitive programs, require that you run them at normal clock speed to ensure that they operate properly.

**Fast** runs the program at a higher CPU speed. The speed setting defaults to **Fast**, and we suggest you use it to run **DeskMate** applications.

8. Select **OK** to complete the task.

The screen might ask you to insert the diskette containing the application or software package you specified. Insert the appropriate diskette, and run the program normally.

When you finish using the program, exit it. The screen might ask you to insert the diskette that contains the file **Desktop.pdm**. After you do, you return to the desktop.

## Specify an Instrument or Sound File

To use a sound file with the **Music** application, you must change the sound file to an instrument file. Creating an instrument file requires a sampling rate of 11,000 samples per second. Sound automatically sets the sampling rate to 11,000 samples per second when the **File Menu**'s **Instrument file** option is checked.

1. Select the **Instrument file** option on the **File Menu** to add or remove the check.

A dialog box appears. If an existing file is displayed and you made changes, **Save changes?** appears. Continue with Step 2.

**Note:** If you convert an instrument file to a sound file, all notes except the one currently displayed are deleted, and the filename is replaced on the title bar by **Untitled**.

2. Select **YES**, **NO**, or **CANCEL**.

If the file is untitled, **Save as:** appears. Continue with Step 3. If the file is titled, a new sound file appears.

3. Type a filename of eight characters or fewer.

Sound automatically adds the extension **.snd** to the filename, unless you specify otherwise.

4. Select **SAVE** to complete the task.

### Store Updates to a New File

Use the **Save as** option on the **File Menu** to title and store a new instrument file without exiting the file.

1. Select **Save as** from the **File Menu**.

A dialog box appears.

2. At the **Save as:** prompt, type the name you want to give the file using eight or fewer characters.

Sound automatically adds the extension **.snd**, unless you specify otherwise.

3. Select **SAVE** to complete the task.

The new file and its name are stored on disk, and the file remains on the screen.

### Store Updates to an Existing File

You can store changes you have made in an

existing document without returning to the desktop. Store changes periodically to help prevent loss of information. (If you have not yet named your file, use the **Save as** option.)

- Select **Save** from the **File Menu**.

Sound stores the changes you have made, and the file remains on the screen.

### Test an Instrument

Use the **Test Instrument** option on the **Sound Menu** to play the sound as if it were an instrument. You can use this function to check for proper "loopback" or sustaining for a sustained instrument. You can use this option with instrument files only.

1. Hold down **SHIFT** and at the same time, select **Test instrument** from the **Sound Menu**. You can play the sound as long as you continue to press **SHIFT**.
2. Release **SHIFT** to stop playing the sound.

### View a Sound Graph

The **View Menu** options are designed to provide a visual perspective of how the sound graph is constructed. You can use the seven **View Menu** options to get different views of your sound as it appears when different pixel and sample distances are applied. When you display a sound graph and apply the **View** options, you do not change the actual sound.

- **Shrink to Fit**

Use the **Shrink to fit** option to view the complete sound graph after using the other **View Menu** options.

- Select **Shrink to fit** from the **View Menu**.

The sound graph is restored to its original display.

- **x 8**

Use the **x 8** option on the **View Menu** to get the closest possible view of the sound graph. When you select **x 8**, Sound ex-



pands the sound graph to eight pixels between samples.

- Select **x 8** from the View Menu.

- **x 2**

Use the **x 2** option on the View Menu to view the sound graph with two pixels between every sample.

- Select **x 2** from the View Menu.

- **x 1**

Use the **x 1** option on the View Menu to display the sound graph with one sample of sound on each screen pixel.

- Select **x 1** from the View Menu.

- **x 1/4**

Use the **x 1/4** option on the View Menu to display a sound graph with every fourth sample between pixels.

- Select **x 1/4** from the View Menu.

- **x 1/16**

Use the **x 1/16** option on the View Menu to display a sound graph with every sixteenth sample between pixels.

- Select **x 1/16** from the View Menu.

- **Show Other End**

Use the **show other end** option on the View Menu to display the beginning or end of a sound graph or highlighted portion of a sound graph when you are viewing a magnified sound.

## Questions and Answers

### Question

I am using a diskette system and have a disk space limitation. I would like to be able to store more .sng and .snd files. How can I do this?

### Answer

You would probably benefit by dedicating a diskette for song and sound file storage—maybe one for each. When you are ready to save a song or sound file, be sure that you indicate the exact disk drive on which you intend to save the files.

When you need to load one of these files, insert the diskette that contains the song or sound file and then:

If you are loading an instrument file, select `Instrument file` from the File Menu, and type the path and filename.

If you are loading a song file, select the `Open` from the File Menu, and type the path and filename.

### Question

What is a sampling rate?

### Answer

In order for your computer to record a sound and transform it into a digital format, the computer must separate the sound into units that it can read. These units are samples. The sampling rate refers to the number of samples per second. With Sound, you have three options, 22,000, 11,000, and 5,500. If you select 22000 for the sampling rate, your computer divides the sound you are recording into 22,000 equal units per second.

### Question

I have been experiencing lots of distortion when I play back my instrument files with Music. Can you give me some hints and suggestions on how I can improve my instrument files?

### Answer

Sound is meant to be a sound editor. Unless the sounds you are recording are inconsistent, you probably need to edit the recorded sounds more before attempting to use them with Music.

Analyze the sound graph, and look for the area that seems to have the most consistency; that is, the dips and crests of the sound wave appear even. You can delete those areas that seem to fade and those areas whose crests are abnormally longer than the others. Use the Sound Menu's `Amplify` option to smooth out those dips and crests. Use the Sound Menu's `Test instrument` option to play back the sound as you are editing it to preview its sound quality.

**Question**

If amplification is increased by a factor of two, how do you reset it to its original value?

**Answer**

Select the sound you want to reset. Select `Amplify` from the Sound Menu. When the dialog box appears, enter 0.5.

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