**Tips sheet for Noteflight – common orchestra notation questions**

First things first: select type of score and clef, add time signature, add key signature. NOW add the notes!

1. Always start your new score with a single staff (unless you play piano). Violas please start with Treble score then go to the Measure palette and change the clef to Alto clef.

2. Put your key signature in before you add ANY notes!!!!!!!

3. How to add a measure?

Hover over the top of the bar and there is a – or a + sign; just click which one you want.

4. How to add a slur or a tie: A slur is an articulation. A tie is a duration. Select the correct palette

5. How do you create a pickup bar in Noteflight? Once you have determined how many beats your pickup bar will have, follow these steps:

Select the first measure of your score. (Make sure you already have the time signature assigned)

Under the ‘measures’ palette, choose Change Time Signature  
In the dialog, enter the time signature of your pickup bar including only the sounding notes, without the rests. For example, if you want a 1 beat pickup you would choose a 1/4 time signature for the quarter-note pickup. For a two-beat pickup, you would choose a 2/4 pickup time signature

Finally, select the Pickup radio button, and then click “OK”.

6. How to make 8th note triplets.

Add a quarter note then press the number button 3. It will turn it into 3 eighth notes and you can adjust the pitches to what you want.

How to make quarter notes triplets?

Add a half rest then go to the rhythm palette and press triplet. (Sometimes using the shortcut with the number 3 gives you three half notes) Rhythm palette is more accurate.

7. How to add lyrics

1. Lyrics go below the staff, except in unusual circumstances.  
2. Each syllable lines up vertically under the note or group of notes on which that syllable is sung.  
3. Dashes (hyphen key) separate syllables within the same word.  
4. Spaces (space bar) separate different words.  
5. An underscore line (underscore, or shift-hyphen) continues to the last note of a melisma (many notes on one syllable) – as in a single-syllable word or the final syllable in a word.

For these elements to look right in your score, you need to use our special kind of text designed for Lyrics:

select a note, click the little “**la-**” icon on the Object Editing Palette, and start typing your lyrics, using spaces and hyphens between syllables and words at the right moments.

**Using the Computer Keyboard instead of the mouse**

To add a note with the keyboard, select the place where you want the note to appear and use the keys **A** through **G**. The note will be added to the location following the blinking insertion point (a new note will be created if there is no note there already), and the insertion point will move ahead to the next note. Type several note names in sequence to enter the successive notes of a melody.

To add more notes vertically on the same stem to create a chord or double stop: add the first note, then hold down the Shift key **Shift** while you type the letter names of the additional notes.

To add a rest with the keyboard, use the **N** key. The currently selected note will be turned into a rest, and the insertion point will move ahead to the next note (making the score longer, if needed).

Newly entered notes are always added at the pitch nearest the last note entered, with no accidentals. They are also added using the same duration as the preceding note. So you will often need to adjust a note after it is typed. Use the following important keys to adjust your new note:

* **-** **+** **=** add a flat, sharp or natural
* **[** or **(** makes a note shorter
* **]** or **)** makes a note longer
* **,** and **.** make ties and dots
* **↑** and **↓** adjust a note's pitch by scale steps in the current key signature.
* **Shift+↑** and **Shift+↓** adjust a note's pitch by chromatic half-steps.
* **Ctrl+↑** and **Ctrl+↓** adjust a note's pitch by octaves.
* **Delete** removes the note and moves the cursor backwards.
* **←** and **→** move the insertion point one note to the left or right.
* **R** repeats the last-entered note with the same duration.