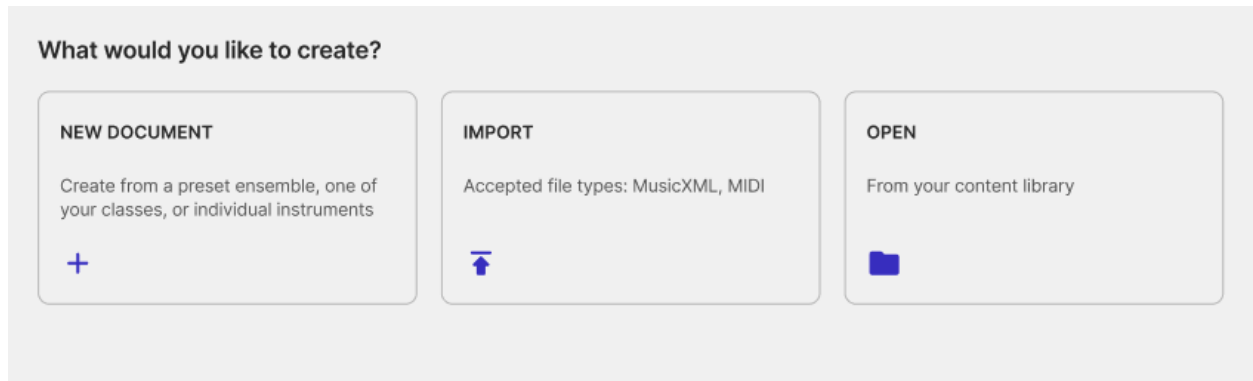# Compose User Guide

April, 2025

Note: you will find tables for all keyboard shortcuts at the end of this document.

The Launch Window

When Compose opens, there are three options to start working in the app:

- **New Document** – Allows you to create a new document using Compose's Ensemble Creator.
- **Import** – Select a MusicXML or MIDI file from your computer to open in Compose. When importing a file, a new version of the document is created in Compose using it's native file format and is not linked to your original file. When saved, this file can be found in your MakeMusic Cloud account's Content Manager. An updated copy of the MusicXML or MIDI file can be created using the options under the Download menu in Compose.
- **Open** – Open any Compose file you have stored in your MakeMusic Cloud Content Manager.

The Document Creator

The Document Creator provides several different options for creating and customizing new documents in Compose, as well as saving and loading your own custom ensembles.

Create Ensemble page

- **From preset ensembles** – This menu contains most standard ensembles and any custom user ensembles that you have saved. When an ensemble is clicked, the ensemble's instruments will be displayed to the right (clicking the X removes these individually). The ensemble selection process is additive, so clicking another ensemble will add this ensemble's instruments to ones already in the score.
- **From your classes** – If you are using Compose with a teacher account that has active classes, this dropdown displays all of your classes. When a class is chosen, this will populate the score based on the instruments the students have selected in their profiles. *Note that this option is not visible if you do not have any active classes.*
- **Add individual instruments –** This section allows for creating an ensemble by selecting individual instruments. Individual instruments can also be added to the preset and custom ensembles. Instruments are divided into instrument families and are added using the **+Add** button.
- **Save Ensemble** – When an ensemble has been started, this option is active and allows for the saving of the currently loaded set of instruments in the instrument panel.
- **Clear Selection** – This option will remove all instruments in the instrument panel.

Score settings and info page

The score settings and info page allows you to customize the specific musical settings and standard text fields of your document. In Compose, required fields are indicated by a red asterisk.

- **Key Signatures** – This menu contains the standard key signatures grouped as major keys with their relative minor.
- **Number of measures** – Enter a number to indicate the amount of measures that your document will start with. Note that measures can be added or removed once the score is created but this option must be 1 or greater.

- **Time Signature** – The left field sets the number of beats and the right dropdown menu contains the available note values.
- **Note Duration** – This dropdown menu contains the available note durations that can be used to create an initial tempo expression.
- **BPM** – This tempo of the selected beat duration and is the initial tempo for the document.
- **Initial tempo text** – Text entered here will be combined with the note duration and BPM to create the initial tempo expression.
- **Title, Subtitle, Composer, Copyright** –These are text fields that will populate the score in their standard locations on the document's first page. This will be reflected in the preview to the right.

The File menu

- **New** – Opens the Document creator's Create ensemble page to start a new document.
- **Open** – Displays all compatible documents available in your Content Manager's My Content section.
- **Save** – Use this option to save your score to your MakeCloud accounts Content Manager.
- **Download** – Shows the different formats available for downloading your score. All downloaded files go to your browser's default download location.
    - MusicXML
        - Creates an uncompressed .musicxml file for opening in any compatible program.
    - PDF
        - Exports a standard .pdf file.
    - MIDI
        - Creates a .mid file with options for formats 0 or 1.
    - Audio
        - Mp3 or WAV files, in mono or stereo, are supported with an option to change the quality (in kbps) for mp3 format. When checked, **One file per part** will download individual stems for each staff in the score in a .zip file.

Download your Composition

Enter your composition name:

My Composition

↓ Download as MusicXML

↓ Download as PDF

↓ Download as MIDI

○ All staves together (format 0)
● One track per staff (format 1)

↓ Download as Audio

● MP3 file
○ WAV file

MP3 quality   192 kbps   ∨

○ Mono
● Stereo

☐ One file per part

- **Share**: This opens the Share dialog box that gives you the options for sharing your score with others. Note: If your score has not yet been saved, you will be prompted to do so prior to the Share dialog opening.
- **Open in Practice**: This displays the option to open your score in the MakeMusic Cloud Practice app.
- **Assign**: Click this option to open the MakeMusic Assigner app to assign the open score to your available classes. *This option is only available when logged in to the MakeMusic Cloud with an account that has an active Teacher Subscription.*

Score navigation

Once a score is open, it is displayed in the main area of the screen.

To navigate in the working space:

- Right-click anywhere in the working space and drag the content around.
- Use the mouse wheel for vertical motion (**SHIFT** + mouse wheel for horizontal motion).
- To zoom in and out, right-click anywhere in the working space and while holding down the right mouse button, use the mouse wheel. You can combine dragging the score around and zooming. The mouse location keeps the same location in the score. This makes it quite easy to navigate only with the mouse, with no need for keyboard shortcuts. You can also use the standard **CTRL**+mouse wheel to zoom in/out.
- You can navigate the score with the keyboard **arrow keys** combined with the **ALT** key. It moves the score by small steps.
- The **Home** and **End** keys will respectively navigate to the beginning and end of the score.
- The **Page Up** and **Page Down** keys will navigate vertically by a distance close to the visible view height.
- **CTRL** and **+** will increase the zoom value.

- **CTRL** and **-** will decrease the zoom value.

The following icons help the navigation and are found to the right, above the score:

- $\boxed{-}$ Decreases the zoom level (zoom out)

- $\boxed{+}$ Increases the zoom level (zoom in)

- $\boxed{\;}$ Toggles full-screen mode

The highlighted object

- When moving the mouse over the score, the closest object is automatically highlighted:

- The highlighted color of an object is a message to the user, saying "*Here I am, you can click me!*"
- There is only one highlighted object at any given time. If the mouse is too far away from an object, there is no highlighted object.

The selected object(s)

- The selection tool ↖ is the default tool, active when no other tool is used. Its shortcut is **ESC**.

   This shortcut will also:

   - Disable the current tool.
   - Disable the entry cursor.
   - Disable the duration dot tool.
   - Set the current note entry layer to 1.
   - Disable the tuplet tool.
   - Cancel any object selection.

   Note that if you work in full-screen mode, Chrome may interpret the **ESC** key as

a request to exit the full-screen mode, so Compose won't react to it and will need a second **ESC** key to react properly.

- To select an object, click on it.
- Most objects (notes, clefs, time signatures, bar lines, key signatures, text symbols, chord symbols, endings, rehearsal marks, metronome, ...) will display their property panel on the left side of the screen when they are selected. This is where you can modify the properties of these objects.
- Selected objects are displayed as follows:
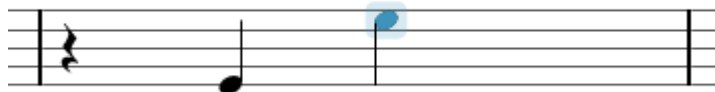
- There can be one or more objects selected.
- The same object can be selected AND highlighted if the mouse is close to a selected object, even though the graphic selected status overbears the highlighted status.
- The arrow keys help you change which object is selected. **Left** and **right** arrows will respectively select the note/rest that is to the left or right of the currently selected note. **Up** and **Down** arrows can be used to select the upper / lower note in a chord, but also select symbols attached to the note. For instance, in the following case, using the **Up** arrow key would successively select the accent, the staccato dot, the C note, the F note, the A note and finally the slur:

Basic note entry (without the entry cursor)

- An empty score has all its measures filled with rests.
- The note tools have the following keyboard shortcuts. Using a shortcut simply

selects the tool in the palette, whether that palette is currently visible or not.

8 7 6 5 4 3 2 1

- Click on the staff to enter a note. There are several possible situations:
    - In an empty measure that contains a pause:
        - You can place the note value anywhere in the measure.
        - A ghost sequence is displayed to show where the note/rest will be entered.
        - When holding the **ALT** key, there are twice as many magnetism divisions available, according to the context.
        - The full rest is removed, the new note is added and the measure is filled with rests to complete its duration.
    - On an existing rest, the behavior is:
        - Replace the rest by a note; if it is longer than the original rest, it will overwrite the content that follows that rest.
        - If it is shorter, then one or more rests will complete the original rest duration
    - If the measure is not full, you can:
        - Insert a note/rest before or after any existing note/rest: the content is shifted.
    - When entering a note that would overlap the measure content, the note is automatically split into two (or more) tied notes.
    - Before you release the mouse button, the note can still be repitched.
- By clicking on an existing note you can repitch it or move it horizontally inside the measure to reorder the existing notes/rests. However, if there is a duration tool active, the duration of the note will be overwritten. To simply move/repitch the note, use the selection tool (**ESC**).
- When adding a note (with a click) while holding down the **SHIFT** key, the corresponding rest is added instead of the note, with the same rhythmic duration.
- The **DEL** or ← (backspace) shortcuts will remove the selected object. A note is

first replaced with its corresponding rest. If the rest is deleted, it disappears and the following notes/rests are shifted to the left, leaving the measure incomplete. With the current default editing options, this is the only way to get an incomplete measure, as in other cases, it is always completed with rests.

- The **S** shortcut swaps the selected note/rest to its equivalent rest/note.

- The **L** shortcut flips the stem of the selected note; on slurs, hairpins, octavas and some other symbols, it swaps the symbol above/below the staff.

- The **Alt + C** shortcut switches the selected note between a normal note and a cue note.

- The **U** shortcut adds/removes a tie starting from the selected note. According to the context, it will switch between a normal tie, inverted tie, open tie and inverted open tie.

- The **Y** shortcut will do the same, but on the note that is before the selected note. This is useful when encoding notes, as you can enter the note and then tie it to the previous note.

- The **/** (forward slash) shortcut breaks or joins the beaming between the selected note and the note that precedes it. It also works to force beaming over one or more rests. When used in combination with the **CTRL** key, it will break the next level of beaming with the previous note.

- The **.** (period) shortcut adds a dot to the selected note/rest, providing that the resulting note duration does not exceed the measure duration. It switches between no dot, single dot and double dot.

- The **:** (colon) shortcut adds a grace note to the selected note. The grace note can thereafter be edited as a normal note (repitch, move,...).

- The **=** (equals sign) shortcut adds a slashed grace note to the selected note.

- Adding a note while holding down the **CTRL** key will force beaming it with the previous note.

- The **T** shortcut enables/disables the tuplet tool in the palette.

- The numbers **1** to **9** together with the **CTRL** key will enable the corresponding tuplet (**1**:1, **2**:3, **3**:2, **4**:3, **5**:4, **6**:4, **7**:4, **8**:12, **9**:8)

- By adding a note above or below an existing note, the new note is attached to

the same stem to build a chord. The currently selected tool does not affect the original rhythmic value of the chord.

- The letters **A** through **G** will repitch the selected note to letters equivalent pitch.
- With **SHIFT**, the letters **A** to **G** will add a chord note to the selected note.
- The following shortcuts move the selected note (or rest, if the rest has the manual positioning option active) up or down:

  ↑+ **CTRL**: moves the note/rest a second up.

  ↓+ **CTRL**: moves the note/rest a second down.

  ↑+ **SHIFT**: moves the note/rest an octave up.

  ↓+ **SHIFT**: moves the note/rest an octave down.

- The following shortcuts act on the selected note's accidental:
  - **+** changes the accidental to a semitone higher; on dynamics, goes through the series from *pppp* to *ffff*; on hairpins, switch to a crescendo hairpin; on a metronome marking, increases the tempo by steps of 4.
  - **-** changes the accidental to a semitone lower; on dynamics, goes through the series from *ffff* to *pppp*; on hairpins, switch to a decrescendo hairpin; on a metronome marking, decreases the tempo by steps of 4.
  - **N** sets the accidental to natural; if already present, hides it.
  - **9** browses through the enharmonic notes.
  - ***** (asterisk) shows/hides the note accidental.
  - For a staff with a drum map defined, accidentals are disabled but the **+** and **-** keys will browse through the different note heads defined. For instance, it is possible to define a snare drum on the C line with a standard note head, and a rimshot snare drum on the same C line, with a slashed note head. Using "+" and "-" will swap between both.
- Notes can be entered in 4 independent layers (they correspond to rhythmic voices) per measure. The layers are displayed in 4 different colors. The following shortcuts act to select the active layer :
  - **CTRL** + **ALT** + **1** : Layer 1
  - **CTRL** + **ALT** + **2** : Layer 2
  - **CTRL** + **ALT** + **3** : Layer 3
  - **CTRL** + **ALT** + **4** : Layer 4

- ○ **CTRL** + **ALT** + **0** : Automatic layer handling

Automatic layer handling is used to enter music so that the user does not need to manually switch from one layer to the other:

- ○ When starting to enter notes in an empty measure (or in a measure with a pause), layer 1 will be used.
- ○ The user should then complete the measure until layer 1 is full.
- ○ It will then automatically switch to layer 2. The same process happens with layer 3 and layer 4.
- ○ The ghost note displays a small "L1", "L2",... to show in which layer the next note will be entered.

- The following shortcuts can be used to add/remove an articulation for the selected note:
    - ○ **'** (apostrophe) : staccato
    - ○ **"** (quotation mark) : accent
    - ○ **_** (underscore) : tenuto

- The standard Undo / Redo functions apply for all operations. Their shortcuts are respectively **CTRL** + **Z** and **CTRL** + **Y** (or also **CTRL** + **SHIFT** + **Z** for redo).

Note entry with the entry cursor

- The entry cursor tool is enabled/disabled by the **I** shortcut:

- When enabled, it displays a blinking entry cursor, specifying where notes will be entered or modified:
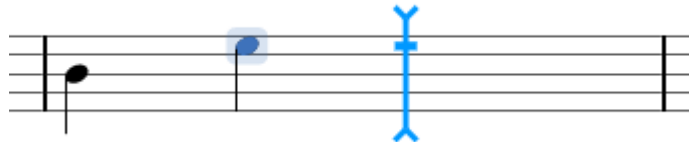
- Click anywhere in a measure to place the entry cursor.
- Most of the above tools and shortcuts still apply, except when superseded by the following behaviors.

- The **ENTER** key will add a note at the cursor pitch and time position, using the current rhythmic duration tool. The entry cursor will move to the next position.
- The **0** (zero) key will add a rest at the cursor pitch and time position, using the current rhythmic duration tool. The entry cursor will move to the next position.
- The following shortcuts moves the entry cursor:

    → To the next position.

    ← To the previous position.

    ↑ Move the pitch cursor up.

    ↓ Move the pitch cursor down.

- Clicking on an existing note or rest will set the entry cursor to that time position.
- If the entry cursor is set on a rest or empty location, letters **A** through **G** will enter a note of the corresponding pitch at that location and the entry cursor will move to the next position.
- If the entry cursor is set on a note, the letters **A** through **G** (with **SHIFT**) will add a chord note to the current note.

Note entry with the piano keyboard or with a MIDI device

The [III] icon will show/hide a piano keyboard at the bottom of the application. Its shortcut is **SHIFT** + **K**. It can be resized vertically by moving the gray separation bar. You can shift the keyboard horizontally by dragging one of the keys with the right mouse button.

The notes played while listening to the score will be displayed by default on the keyboard.

A note played on a MIDI device connected to the computer will be displayed by the keyboard and played by the current staff instrument. For this to work, you must ensure that Chrome enables the use of the MIDI devices connected to the computer, as this is not necessarily the case by default. Check also that the MIDI device is well recognized and installed on your system (Windows, Mac OS). It sometimes may require the installation of a specific MIDI driver.

Step-by-step note entry

To enter notes with the keyboard (virtual or real MIDI device), the entry cursor must be active and blinking. It determines the location of the next entry.

- Playing a note on the virtual piano keyboard or directly on the MIDI device will enter that note at the cursor position, using the current rhythmic duration tool. The entry cursor is then moved to the next position. Pressing several keys together will enter a chord, from an external MIDI keyboard.
- If the entry cursor is placed on an existing note or chord, playing a note will repitch the note/chord and the cursor will move to the next entry.

Real-time note recording

Set the entry cursor at the measure where the recording must start. It will start at the beginning of the measure. Use the ⦿ (Record) icon to display the real-time recording panel:

Pressing **Start record**, one count-off measure is played and the recording begins. The notes will be displayed as stemless noteheads to provide feedback, but the final

transcription will be done when the recording stops (the **Start record** button now displays **Stop record**).

The recorded notes will replace the current layer of the recorded measures (other layers are not modified, so you can record one layer at a time for instance).

All other staves and layers will play while the recording progresses.

Once the recording is done, you can still change the quantize parameters to adjust the precision of the notation. You can try different options and click **Apply** to see the result. In the case of a keyboard recording, you can define the split point between left and right hands. The **Keep original playback** checkbox will keep the original playback of your performance so that it sounds exactly as you played it, even though the notation may have been simplified.   Once you are satisfied with the options, click the **Validate** button, which terminates this recording.

See the section entitled **Edit selection** for more information about the 3 transcription modes as they impact the resulting notation and readability.

Adding symbols

- Note symbols like articulations and ornaments are available in the property panel of a note. This property panel appears when a note is selected. Other symbols are located in the **Dynamic**, **Text** and **Symbol** menus.
- Whenever possible, click on a note head or rest to place a symbol. This will associate it to the correct time position (for the playback effect) and you will benefit from the automatic positioning mode, so that in most cases, the symbol is correctly positioned with no further need for manual adjustment.
- Staff symbols (like dynamics, pedal, text expressions,...) can be moved by clicking and dragging the symbol. However, the vertical position is by default computed by the layout engine.
- Some types of symbols have a checkbox labeled **Manual positioning** in their property panels. Checking this box will enable you to freely position the symbol, with no interference of the layout engine. Unchecking it will force the layout engine to determine its position.
- Moving the mouse will highlight symbols and notes
- Clicking on a symbol will select it. Clicking on a note to add a symbol will attach

it to the note.

- Using the **DEL** or ← (backspace) shortcuts will remove the selected symbol.

- The letter **V** will select the last dynamic tool used, or the **mf** symbol.

- There is a history stack of tools that you select using a mouse click. The two following shortcuts navigate this stack by reselecting the previously selected tools :
  - **H** will select the previous tool in the history stack
 - **J** will select the next tool in the history stack

This can be helpful when you write a score and need to use a few symbols that have no shortcut defined. The first time, select the symbol with the mouse and the next time you can navigate with these two shortcuts to select them.

Text menu

- A The **Rehearsal mark** tool handles rehearsal marks. Click anywhere in a measure to add a rehearsal mark. When selecting an existing rehearsal mark, a property panel appears, letting you choose the details of rehearsal marks.

- Text The **Text** tool is used to add a single style text block. Its shortcut is **X**. A text block can be associated with the page or with a specific measure. If associated with a measure, the text will follow that measure when the music reflows, for instance during a new page layout setup. The property panel of a text block lets you edit the text content, its font, color and alignment options. For measure text blocks, you can specify a manual positioning, which lets you position the text block independently of the layout engine. You can associate a playback value (tempo value), associate it with a specific layer, and specify if this symbol must be included in the score individual parts.

- The **Rich Text** tool is a more advanced text tool that includes mixed font styles, colors and alignment modes, as well as bullet lists, tabulation, line spacing, background, border, and text highlighting. The text is edited directly at its position on the page or close to its associated measure. Its property panel

provides the interface to edit all its properties.

- ✎ The **Lyrics** tool is used to enter the lyrics mode. Its shortcut is **O**. The lyrics cursor blinks under the current note. Existing lyrics have a light background color (different colors for the 8 possible lyrics lines) :
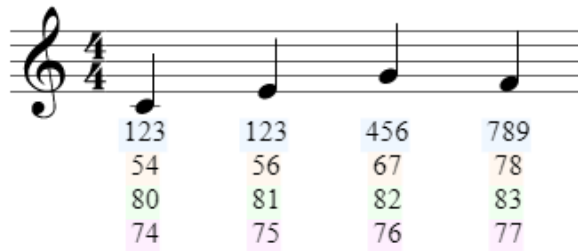

In lyrics mode, you can:

- Type in new characters.
- Use **DEL** or **Backspace** to delete a character.
- Use **left** and **right** arrows to either move the caret inside the current lyric or to the previous/next note lyric.
- Use **up** and **down** arrows are used to reach the 8 possible lyrics lines.
- Use **ENTER** to go to the next lyric.
- Use the **spacebar** to move to the next lyric (except in the middle of a lyric).
- Use **SHIFT** + **space** to add a space inside the lyric without moving to the next.
- Use the **_** (underscore) to add/remove an automatic extension line for that lyric. It extends itself automatically, including all following notes that do not have a lyric for that line.
- Use the **-** (hyphen) to add/remove a hyphen between this lyric and the next one.
- Use **TAB** or **SHIFT** + **TAB** to go the next/previous lyric
- Click in a lyric to set the text cursor position.
- As a consequence of using the lyrics mode, many of the shortcuts defined elsewhere in this manual won't work anymore, as the characters are used to enter lyrics.
- The left property panel enables you to edit the lyrics font, color and alignment, either for all lyrics, the current lyrics line, or only the lyrics

under the cursor. You can also enable lyric line numbering by clicking the **Lyric Line Number** and applying a numbering option. The checkbox **Enable manual line positioning** will display small handles to the left of the lyrics lines; you can drag them up/down to adjust the position of the lines. Note that in this case, the layout engine won't adjust the lines automatically anymore and you are responsible for placing the lines correctly.

- C7 The **Chord** tool is used for entering and editing chord symbols. Its shortcut is **Q**. Click to add a new chord symbol or click on an existing chord symbol to select its property panel, letting you edit the details of the chord symbol. A chord may also have a fretboard diagram attached to it by checking the **Show fretboard** box in the chord property panel. When checked, this will display the chord's default fretboard from the Compose chord library, if one is available. Checking **Edit** will let you modify a fretboard diagram with the following controls. *Note that modifying the default fretboard will create a new fretboard, not replace the library's default chord, and both will be available when the chord is used again in the score.*
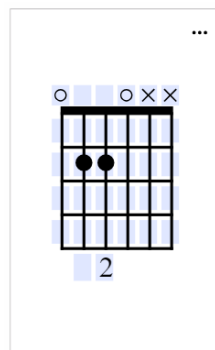
Editing a Fretboard

- ■ Activate a note by clicking on a string and fret location.
- ■ Click and drag horizontally to add a barre line.
- ■ Click above a string to specify either an open string (o) or a muted string (x). This will remove any active fret marker on that string.
- ■ Click below the diagram to toggle between fingering options.
- ■ The **…** opens the fretboard diagram selection panel. This displays the available fretboard diagrams in the library for the given chord. Click anywhere on the panel to close it.

The **Assign missing diagrams** button will add any missing diagrams in all chords of the current staff.

In the **Display & Editing options** of the **Score** menu, you will find a section entitled **Chord symbol options** where you can specify the fretboard size, the style of the fretboard position number and the barre style. You can also edit the font used for the chord itself.

- The other items of the text menu provide 5 categories of predefined text symbols, commonly found in music scores. Select one of them and click where you want to add it. You can thereafter edit their properties in the left panel.

Line menu - Multi-note symbols

- For slurs, hairpins, octavas, pedal lines, glissandi and general lines, add the symbol by clicking around the start-point, drag the mouse and release the button around the end-point of the symbol.
- To modify an existing multi note symbol, click and drag its handles.
- These symbols can be extended over more than one measure, as well as over system breaks.
- You can add slurs and hairpins while entering music, using the following keyboard shortcuts, applied on the selected note :
  - **<** or **>** : start a crescendo hairpin on the selected note. It is displayed in red until you use it again on another note to terminate it.
  - **(** or **)** : start a slur above or below the selected note. It is displayed in red until you use it again on another note to terminate it.
  - These same shortcuts, if used when there is no selected note, will simply select the corresponding tool in the *line* menu.

Score Menu

The **Clef** tool is used to edit an existing clef or inside a staff to add a new clef. Its shortcut is **CTRL** + **F**.

The **Key signature** tool is used to edit an existing key signature or inside a

staff to add a new key signature. Its shortcut is **K**.

$\frac{4}{4}$ The **Time signature** tool is used to edit an existing time signature or inside a staff to add a new time signature. Its shortcut is **ALT** + **CTRL** + **T**.

The **Metronome tool** is used to edit an existing metronome symbol or inside a staff to add a metronome marking. Its shortcut is **SHIFT** + **T**.

The **Staves and measures** tool will display the pencil icons for each staff and each measure. Its shortcut is **M**.
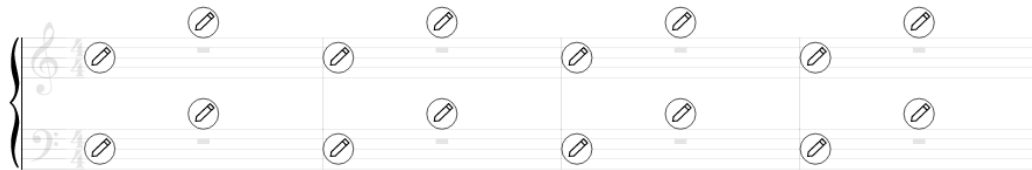
Clicking on a pencil icon *above* a measure will select that measure stack and open the **Measure properties** left panel.

This menu contains options that will specifically affect the selected measure and how it relates to the measures around it. The measure can be removed from the total measure count and can be forced to be a specific number outside of the default number sequence.

The **Duration of the measure** option allows to add or remove time from the measure (based on a chosen meter). This is essentially adding a hidden time signature change to the score for the selected measure stack.

Using **Add/remove measures before/after the selection** will add blank measures around the currently selected measure. If you want to extend the length of a score, select the last measure of the score and use this option.

Clicking on a pencil icon *within* a measure will open the **Staff properties** panel. This panel provides options for customizing the selected staff's specific settings and display.

From this panel, select, or edit, a staff's Instrument Family, and Instrument within that family. This affects the playback sound and also the default setup for the staff. The staff name shown in the score, full and abbreviated, can be manually changed here as well.

With the **Staff display options** you can control how the staff's name appears in different score views. The option to change a standard staff to a Tablature staff is located here as well. Currently, guitar and ukulele are the only TAB staves available.

Transposition options will allow you to change the instrument's default transposition. The drop-down menu is not active til **Customize transposition** is checked. Checking **Keep notation unchanged** will mean that notation already on the staff is not altered when changing the transposition setting.

Adding, removing, and editing staves. Within the Staff properties panel is where instruments can be added and removed from your score.

The **Custom spacing** tool allows you to manually adjust the horizontal positions of notes inside the measure. The default spacing is displayed as follows:
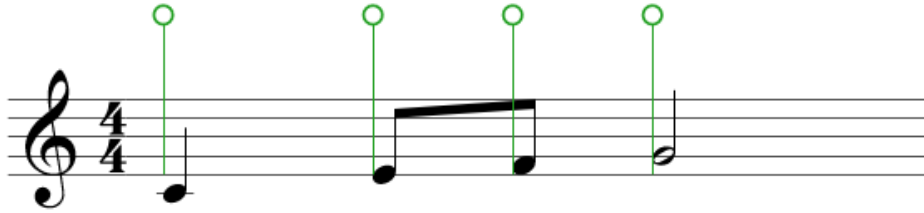
By dragging these handles horizontally, you can for instance get the following custom spacing:
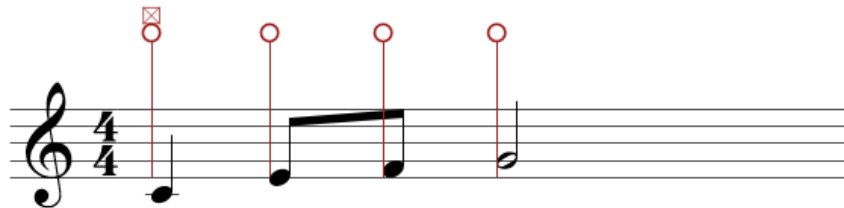
The handles now display in red, showing that the spacing of this measure has been customized. You can clear the custom spacing by clicking inside the red cross that is present on the first beat of the measure. The default spacing is then applied to the measure.

- Page Layout
- Display and editing options

The Annotations tools. This option will open a palette of tools designed to create annotations on your documents for performers to see when your documents are assigned and then opened in the Practice app. *Note that these are not visible when just opening the document directly in Practice from Compose.*
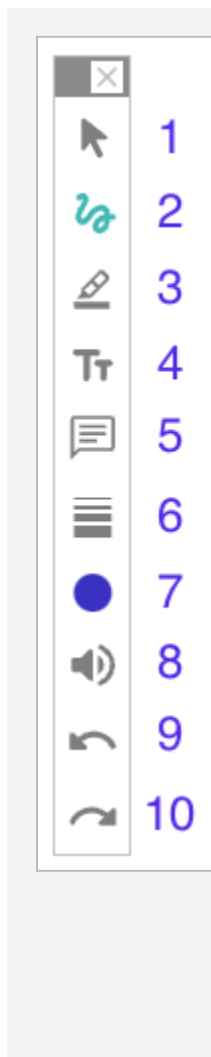
1. Selection tool – used to select any annotations that are already created. Once selected, annotations can be moved, resized, and have their color and line thickness changed.

2. Pen tool – used for drawing free lines.

3. Highlighter tool – make highlight marks over items on the sheet music.

4. Text tool – creates a text block to add basic text notes.

5. Comments tool – this creates a text block similar to text notes, but within a comment bubble that can collapse.

6. Line thickness – when line-based annotation is selected, this allows for changing the thickness of the line.

7. Color picker – when an annotation is selected, this allows you to change the color of the specific item.

8. Audio comment – this creates an audio comment which allows you to add an audio-based comment on the music that the student can replay when in the assignment. The audio is recorded when clicking on the score and pressing the annotation's record button. Playback and delete are also available on the note for review and removal.

9. Undo the last action.

10. Redo the last action.

Bar Lines

Clicking on a bar line with the Selection tool will select the bar line and open the **Edit bar line** menu where you can select a different type of bar line, including double bar lines and repeat bar lines.


When you move the mouse over a bar line, you will see a round handle at the top of it:

You can drag it horizontally to move the bar line and so resize the measures. This custom size is defined independently for each view (linear, page, or part view). The custom width option is now associated with the measures. If you change the page layout or add or remove measures, each measure will keep its custom width reference. Compose may however slightly adjust it when aligning a new system setup on the left and right margins.

Clicking the X when it appears on a bar line, will delete any custom measure width adjustments.
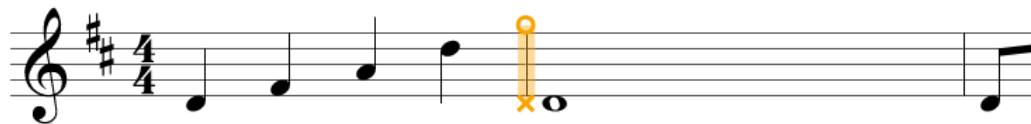
Repeats

A repeat can be entered by selecting a bar line with the **Selection** tool, or by entering one of the ending options under the **Line** menu. When a bar line is selected, or when a repeat ending has been added to a score the **Playback – Repeat manager** will appear with either the **Edit bar line** (see above) or **Edit ending** menu in the left panel.

The Edit ending options are for an ending to be customized by the number bars the ending contains, the text that appears with the ending, and its ending shape.

All repeat indicators in a score are reflected in the **Repeat sequence** field. When the **Custom sequence** option is checked, manual edits can be made to the measure playback order. This sequence will be validated against what is in the score and will only be allowed.

Checking **Use absolute bar numbers** will show absolute bar numbers in the score and allow for these to be used in the sequence field (absolute bar numbers

are the number for a bar regardless if a bar has had its number changes manually or not used in the bar count).

Clicking **Expand Repeat Structure** will take the repeat sequence numbering and expand this into through-written measures and remove all repeat

Guitar tablature

The **Staves and measures** tool (shortcut **M**), allows you to select a staff, open the **Staff display options**, and select a tablature instrument to use as a display for a staff.
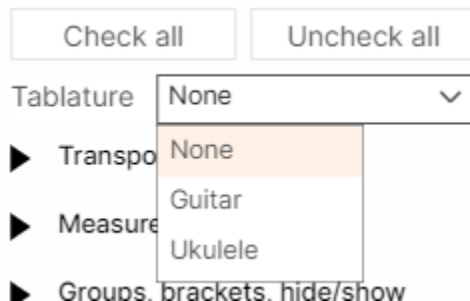
By clicking on **Apply changes** the tablature will be applied to the current staff and any notes present will be transcribed using fret numbers on the strings represented by the lines of the staff. Notice that this operation does not change the original instrument selection and will respect any transposition.

Note entry on a tablature staff is similar to a normal staff, with the following differences.

- Notes can only be added on a line; spaces are not used and there are no ledger lines.
- The note head is displayed as the fret number needed to play the note.
- When a note is entered, it has a fret number 0, which means an open string. Use the number bar to enter the needed fret.
- In the **Note properties** panel, there is a drop-down menu to edit the fret number.
- When you move a note up or down, Compose will try to keep the same note pitch by adjusting the fret number as you move the note. However, if going too low, the pitch is corrected to the lowest possible note on the instrument and the fret number is never negative.

When a note (fret number) is selected, you can use the following shortcuts to modify it.

- **+** or **-** will respectively increase and decrease the fret number
- Typing a number will replace the fret number. Type two numbers quickly to make it a single number (e.g. type '1' and without delay type '0' to get '10').
- ↑+ **CTRL(Command on Mac)**: moves the note a semitone up.
- ↓+ **CTRL(Command on Mac**: moves the note a semitone down.
- ↑+ **SHIFT**: moves the note/rest an octave up.
- ↓+ **SHIFT**: moves the note/rest an octave down.

In the **Display options** ⚙ of the **Score** menu, there is a section entitled **Tablature options** that can be used to adjust the display of the tablature. Here you will find the

options to do the following:

- Specify the font type and size for fret numbers.
- Specify how stems are displayed.
    - Display note stems normally
    - All note stems up
    - All note stems down
    - Hide note stems
- Hide time signatures– hides all time signatures for tablature staves
- Use flat beams– forces all beams
- Center stems– centers the stems with the fret number

Capo Chords

The capo chord feature is part of the Text tool. To open this, choose the Text tool, click the drop-down menu furthest to the right (typically displaying *pizz.* By default), and locate the **capo** option at the bottom. The text can be entered in the score the same as other text expressions but the default **Type of playback** set is set to *Transposition (-24 to +24 semitones)* with a **Playback value** of *2* (indicating a plus 2 semitones up). This only affects the playback of the staff or tablature it is applied to.

Type of playback

Transposition (-24 to +24 semito... ⌄

Playback value

2

Page Layout menu

The **Page layout** tool helps you re-organize the page layout. Its shortcut is **P**. When this tool is active, the score displays the frames (there is one frame per page, specifying the margins inside which the systems are distributed), the systems, and the page borders.

System Layout

By clicking on a system, the score displays handles and buttons:
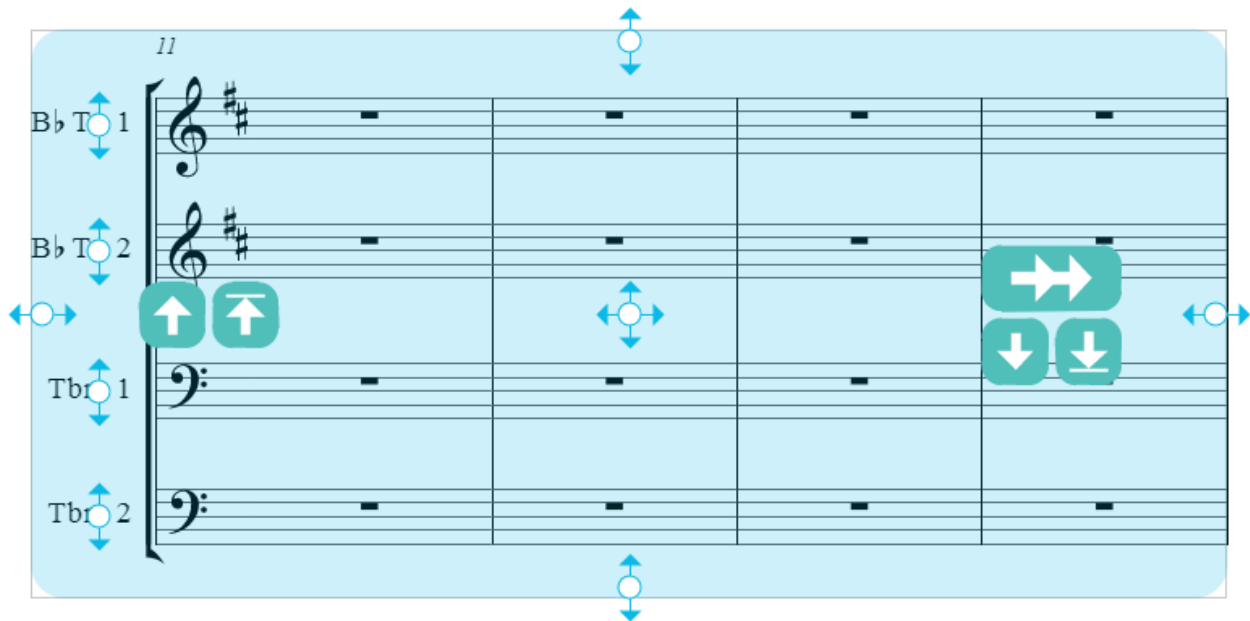
The handles let you resize a system horizontally and move it vertically. You can also adjust the relative positions of staves within the system, by using the handles on the left of each staff.

*Be sure to check the option called **Keep system margins during editing** in the **Display & editing** options (see next section) as otherwise Compose will cancel any custom adjustment you made whenever it needs to update the page layout.*

The large buttons act as follows:

- Moves the last measure of a system to the beginning of the next system. Only the current system and the next system are modified.

- Moves the last measure of a system to the beginning of the next system. However, the next system keeps the same number of measures and its last measure is moved to the next system, and so on up to the last system of the score.

- Moves the first measure of a system to the end of the previous system. Only the current system and the previous system are modified.

- Moves the first measure of a system to the beginning of the previous system. However, the previous system keeps the same number of measures and its first measure is moved to the previous system, and so on up to the first

system of the score.

- Moves the system to the next page. Only the current and next pages are modified.

- Moves the system to the previous page. Only the current and previous pages are modified.

When a system is selected as shown above, its property panel appears in the left part of the screen. You can modify the indentation and vertical position by clicking the **Apply** button.

Frame Layout

By clicking on a frame (between systems or before an indentation), the score displays its handles:

The handles let you adjust the frame in which the systems are distributed, which is similar to setting the margins of the page.

When a frame is selected, as shown above, its property panel appears in the left part of the screen. You can modify the margins by clicking the **Apply** button. Each value can be applied to the current page or to all pages.

Page Layout

By clicking in a page, but outside of a system or frame, the whole page layout is

selected for that score:
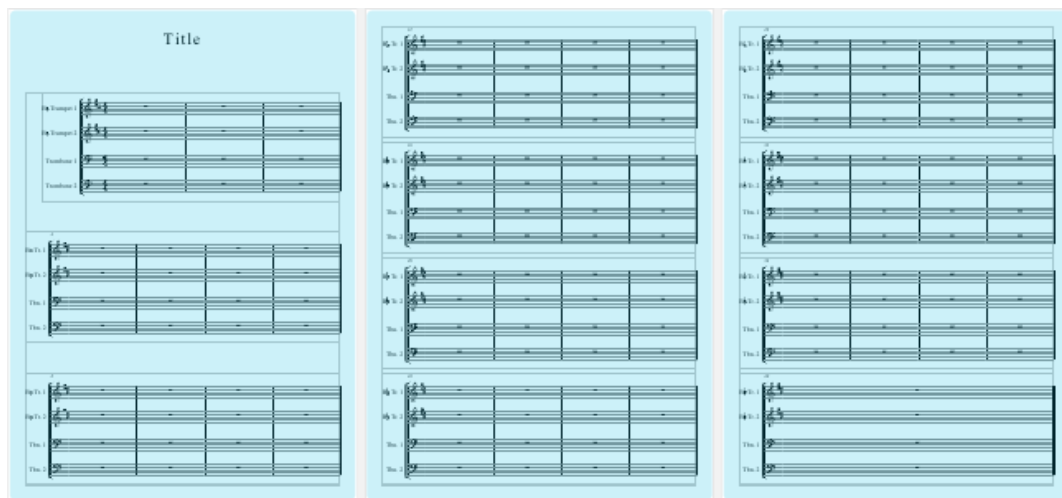
The page layout properties are then displayed to the left and you can recreate a new page layout by choosing the parameters you want, like the paper size, staff size, optimization and specification for the number of measures per system.

Page view, scroll view and part views

The default display is the page view for the conductor score (full score). You can change the view with the following drop down menu just above the score:
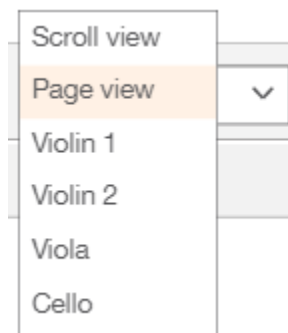
The scroll view will display the full score as a unique system of staves, in which you can navigate horizontally.

The page view shortcut is **SHIFT** + **P** and the scroll view shortcut is **SHIFT** + **S**.

From the third line down, you can display the page view of individual parts for each instrument. Note that a score with only a single instrument in page view will not create a part.

According to your preferences and to the type of work you are doing, you can edit the score content in any of these views simply by switching the above drop-down menu.

Display & Editing options

⚙ The **Display and Editing** tool in the **Score** menu displays various options for display and editing including:

- **Display in concert pitch**: this option can be independent for each view.
- **Show hidden notes and symbols:** this option allows you to toggle the display of hidden notes and symbols. When unhidden, these objects are shown in grey.
- **View pages in column**: this controls the orientation of the pages as either vertical or horizontal.
- **Display system divider**: shows system dividers while in score view. The divider markers are visible on export to PDF.
- **Keep system breaks in parts**: with this option, the page layout of parts will keep the same system breaks as defined in the score page layout.
- **Disable multimeasure rests in parts:** this option will disable multimeasure rests in parts.
- **Keep system margins during editing**: by default, as you create and update your score, the layout engine will progressively adjust the layout of staves and systems so that spacing is clean and no overlap of symbols occurs. You can disable this by checking this checkbox. With this option enabled, you can then manually adjust the layout of systems and staves, and Compose won't readjust them anymore. Use this option when you want to keep full control of the page layout of systems and staves.
- **Rebuild part**: this button is active only when in part view and will force Compose to recompute the page layout of that part, taking into account some of the above options.

Playback menu

⊪ The **Mixer** (SHIFT+M) option opens Compose's mixer interface. This can be used to independently adjust each staff's level (in dBs) and pan. Each channel also has a solo and mute option as well.
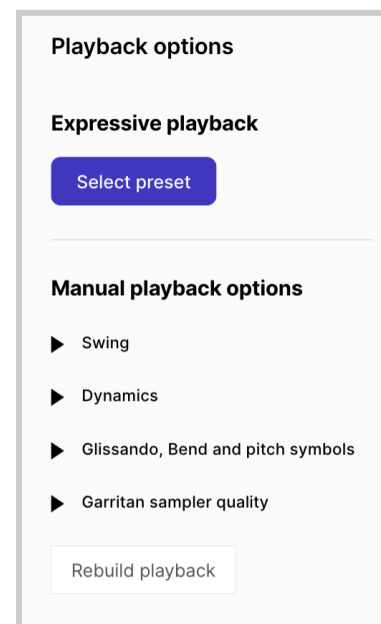
The Volume fader to the far right is the main volume channel. This controls the overall volume output of your score. There is one Effect channel, as well that contains a reverb effect. The drop-down menu in this channel allows you to select the type of reverb sound you want and the fader controls the amount of reverb.

Please note that, except pan, all of the mixer settings will affect playback in the Practice app for assignments and shared documents.

⚙ The **Playback options** menu contains options to customize the playback of certain aspects of your document.

Expressive playback

Expressive playback is a feature that interprets the musical notation in your document and applies effects such as tempo changes, dynamics, and articulations to create a more lifelike and natural sound. It aims to capture the nuances of a real musical performance.

Playback options

Expressive playback

Select preset

Manual playback options

▶ Swing

▶ Dynamics

▶ Glissando, Bend and pitch symbols
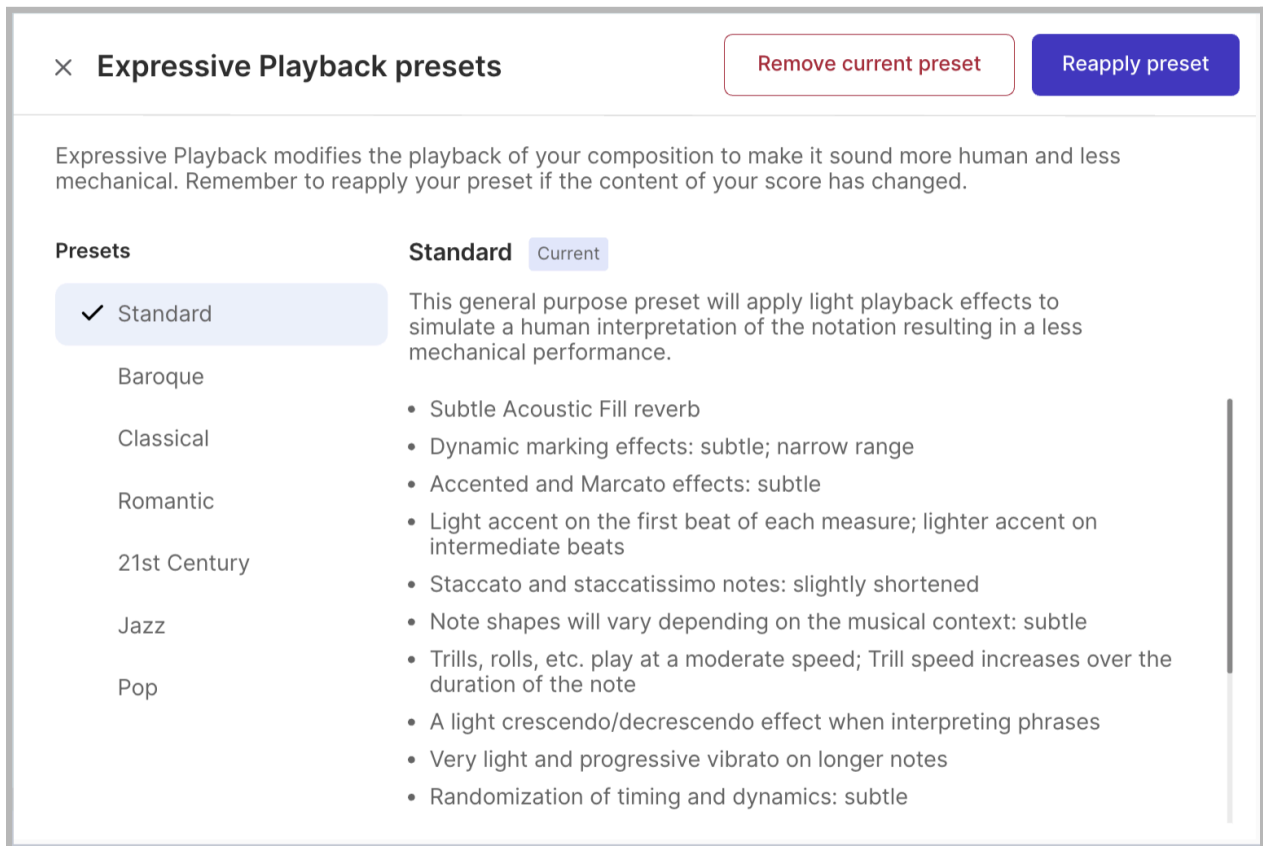
▶ Garritan sampler quality

Rebuild playback

Click the **Select preset** button to open the Expressive Playback presets dialog box. This contains seven different playback presets based on musical styles that use a set of effects that accommodate playback of that style. A general description of the preset style and its effects settings can be found in the app. Also, in the dialog box you will find options to **Remove current preset** (only active when a preset has already been applied), and **Apply/Reapply Preset**.

Click **Apply/Reapply preset**, and Expressive Playback will analyze the notation for articulations, tempo markings and changes, slurs, and other performance techniques. Based on this, it will load an optimized set of **Smart Instruments** with proper samples, and also set tempo modifications, dynamics, and phrasing for the score. The dialog will close after this has completed.
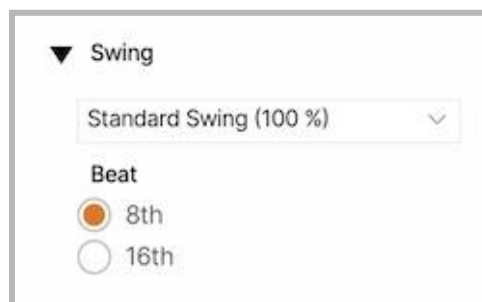
Be aware that Expressive Playback interprets the music as it is written at the time it is applied, and making changes in the notation after this may require redoing the process.

Manual playback options

- **Swing**: This defines the swing value used for the start of the score and provides options for swing amount and duration. Note that swing can be turned off or its parameters adjusted, by way of a text expression, at any point in the score.

- **Dynamics**: The dynamics compression curve can be used to easily extend the range of dynamics (you can drag the two values up and down). The default value should suffice in most cases, but you can "boost" the dynamics for instance by setting the full range from 0% to 100%, or attenuate it for instance with 40 to 60%.
The default values of all dynamics are also defined here in terms of % of the full range of loudness. They apply to the whole score. The default intensity is also defined (in case of a score that has no nuances at all). Further down, the accents, hairpins and sforzando playback values are defined.
Dynamic playback values can be edited for each individual symbol placed in the score, through the property panel that appears once a symbol is selected.
- **Glissando, bend, and pitch symbols**: Clicking the **Enable all pitch effects** option will turn on the playback effects for glissando Lines and Symbols that affect pitch, like bends, scoops, doits, and falloffs. Alternatively, clicking **Disable all pitch effects** will turn off all playback effects for these symbols and lines.
- **Garritan sampler quality**: These options specify how the Garritan sound library will be used. You can specify how many samples are loaded per octave, and if all velocity layers will be used. As samples need to be downloaded, increasing the quality may impact the loading time, specifically for scores with several instruments. The **Enable range extension** checkbox is used to enable notes that are normally outside the range of the instrument samples. These "extended" notes are played by pitch shifting of the closest existing sample for that instrument. The **Load all samples** button will update the loading of any missing sound sample after you modify the quality options.
- **Rebuild playback**: Click this button to re-initiate Compose's audio engine to update any changes that were made with the playback settings.

The Sound Library menu allows you to access all the sounds available in Compose.

Sound libraries

▸ Default instrument bank
▸ Smart Instruments

Sound selector...

Delete
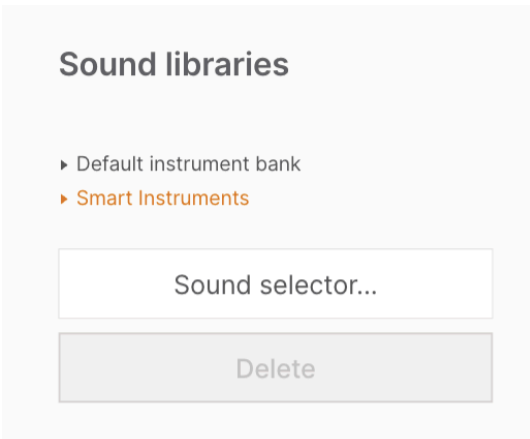
These are separated into two libraries: The **Default instrument bank** and **Smart instruments**. The default instrument bank is used when a staff is first created and Smart instruments are used by Expressive Playback. This library's sounds contain more sample options for articulations and other playback techniques.

Custom Lanes

The Custom Lanes are a set of tools that display musical information with a visual representation much like a digital audio workstation (DAW) software would. These allow for controlling the playback parameters of the notation in specific ways based on the custom lane's purpose.

To open the Custom Lanes, click the ◇ icon in the upper right corner. This will display the same icon at the beginning of each staff of your document. Clicking on the staff's icon will open the Custom Lane selection menu and open the selected Custom Lane for that staff.

The available Custom Lanes are:

● **Instruments** – Allows for changing the staff's instrument playback sound at specific locations. This works with drag-and-drop from the **Sound Libraries** panel. Click **Playback**, **Sound Selection**, then expand the libraries to a specific instrument and drag this to the lane. Playback of that sound will begin at that point in the music.

- **Tempo** - Shows a visual representation of the tempo that can be shaped with lines and curves between specific timeline segments.
- **Playback, mute, solo, and scrubbing** – this provides granular playback controls within each measure.
- **Dynamics** – Allows for controlling the dynamics percentage of the staff.
- **Piano Roll** – Displays the MIDI piano representation of the notes on the staff.
- **Note Duration** – Allows for adjusting the playback percentage of the relative note duration.
- **Pitch Bend** – Controls the amount of pitch bend (+ or -) for a particular note.
- **Track Volume** – Automated mixer volume control for a staff's playback.
- **Track Pan** - Automated mixer pan controls for a staff's playback.
- **Swing** – The amount of swing playback applied to a particular section.
- **Note time shift** – Control the offset of a particular note relative to its beat position on the staff.
- **Ornament note duration** – Control the length of a particular note's ornament playback.
- **Transposition** – Allows for transposing a particular note on the staff by half step increments.
- **Note shape** – This will show note shaping when it is created using the Expressive playback feature.

Depending on which lane you are using, the controls can vary for the lane's specific needs. Many lanes use the same tools for the same purpose.
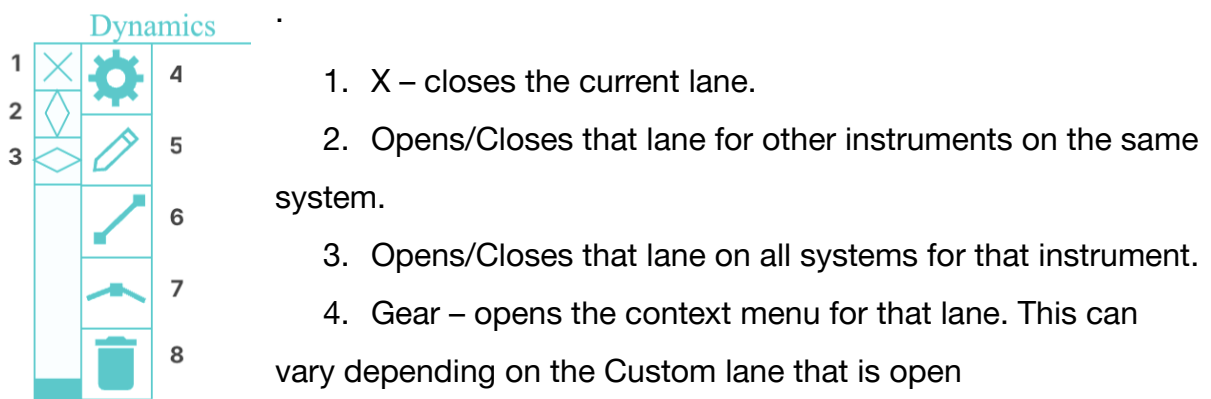
1. X – closes the current lane.
2. Opens/Closes that lane for other instruments on the same system.
3. Opens/Closes that lane on all systems for that instrument.
4. Gear – opens the context menu for that lane. This can vary depending on the Custom lane that is open
5. Pencil – will insert a point on the lane's graph.
6. Segment – a single click creates two points on the graph to create a slope or relative positioning of two points. They can then be moved independently.

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7. Bezier point – creates a point between two points of a segment to add a curve between those points.

8. Delete – when selected clicking a point will delete it.

Playing the score

The **Play** icon starts the playback of the score. You can also start and stop playback with the **spacebar**. The start measure of playback depends upon the context. Here are the rules:

1. If the entry cursor is blinking, the playback starts in the measure that contains the cursor

2. If a single note or rest is selected, the playback starts in that measure

3. If a full measure (or more) is selected, the playback starts there

4. If there is one or more objects selected, the playback starts there

5. If none of the above conditions is present, the playback will start at measure 1 in page view, or at the first fully visible measure in scroll view.

The **Pause** icon pauses playback. The same icon, or the play icon, will resume playback. The **Stop** icon stops playback.

The Edit Menu and Edit Selection Options

The Edit menu provides options that include undo and redo, and the Clipboard Management tools and are meant to provide a location to utilize the Object selection Edit Selection features quickly and easily.

When a measure or part of a measure, or even some objects are selected, the **Edit selection** property panel appears and lets you apply specific changes to the selection. According to the context, these changes are the following.

- **Transpose**: you can select the details of the transposition you want to apply.
- **Change layer**: the selection can be moved from one layer to another.
- **Notes & Symbols**: here you can change the properties of symbols or notes that are inside the selection.

- ○ Flip note stems, single symbols, slurs, hairpins & dynamics
- ○ Mute/Unmute notes
- ○ Show/Hide notes
- ○ Show/Hide courtesy accidentals
- ○ Enable/Disable AlphaNotes (Letter Names)
- ○ Add/Remove most symbols and ornaments to a note
- ○ Change the note heads

Click **Apply** to apply the changes.

- **Measure notation**: change the appearance of the measures, like a repeat (for bar line repeats see [Bar lines and measure resizing](#)), double repeat, hiding content, or note heads.
- **Multimeasure rests**: create, break, or split a multimeasure rest.
- **Staff lines**: define which lines of the staff are visible
- **Transcription**: used to re-transcribe the selected measure content, as though it was played from a real-time MIDI recording. There are 3 possible modes used by the transcription engine and with this option, you can change its default behavior for the score and also apply it to change the way the existing measure content is transcribed. The 3 transcription modes are :
  - **Simplified notation** - Uses one layer, with single chords (a note that is longer on a chord won't be visible as such).
  - **Single rhythmic line** - Uses one layer, combining multiple chords with ties, so that the music is represented as close to its playback as possible.
  - **Multiple rhythmic lines** - Analyze voicing for multiple layers, to make the music as readable as possible

According to the type of music, each mode has its pros and cons. Here is a simple example showing the difference of notation, for the same playback:

Object selection and clipboard management

As mentioned before, clicking on an object will select that object and display its

property panel for editing that object. The selected object can also be copied into the clipboard using CTRL+C or the ⬜ ⬜ ✂ 🗑 icons, located in the **Edit** menu.

It is possible to select more than one object. In this case, the property panels of the objects are not displayed, but you can use the selection for copy/paste operations and for some global changes applied to the selected areas of the score.

In Compose, you can choose to select objects individually, in full measures or stack of measures, and partial measures. Depending on what type of area has been selected, the Edit menu and properties panel can vary.

Selection of individual objects

- Click on the object: it is selected and its property panel is displayed.

- Click while holding the **CTRL** key: this object's selection is toggled; use it to add another object to the selection or to deselect an object that is already part of the selection.


- Click while holding the **SHIFT** key: only valid for a note, it will extend the selection from the last selected note to the current note. It is an easy way to select a melodic line.

- Starting outside a measure and with no highlighted object, drag a free rectangle. When released, the objects inside that rectangle will be selected. If done while holding down the **CTRL** key, the objects are toggled in/out of the selection. If

done while holding down the **SHIFT** key, they are added to the selection.
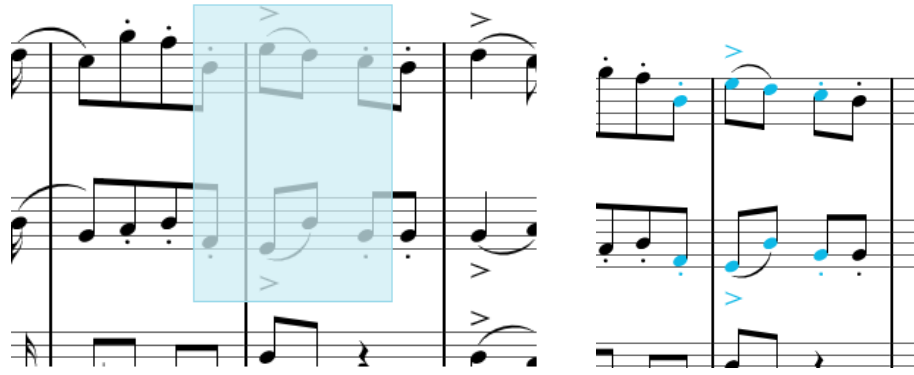
Selection of a block of measures for one or more staves

- Click inside a measure to select it.

- Clicking while holding the **SHIFT** key will extend the selected block

- Clicking while holding the **CTRL** key will add the measure to the existing selection; this makes non-consecutive measure selection possible.

- Double-clicking to the left of a staff will select the whole staff (from first to last measure of the score); holding **SHIFT** will extend the selection and **CTRL** will toggle that staff.
- Double-clicking just above a measure will select the stack of measures below that location; holding **SHIFT** will extend the selection and **CTRL** will toggle that stack of measures.
- Double-clicking elsewhere will select all measures on all staves (the full score). It can also be done with **CTRL** + **A** (select all)

Selection of a partial range of measures for one or more staves

- Click inside a measure and drag the mouse to select the expected time section, on one or more staves. Holding the **SHIFT** key will extend the closest range of selected measures. Holding the **CTRL** key will add the new range to the existing selection.

- You can build a selection that combines one or more of each of the 3 selection operations.

- An additional and specific mode enables to select one or more symbols, like this:

- The sequence of symbols can then be copied and applied on any other sequence of notes. For this to happen, there must be no other types of selection than symbols.

Cut/Copy/Paste/Delete

Based on the current selection, the standard cut/copy/paste/delete operation icons can be used.

- ⬜ Copy the selection into the clipboard (also by **CTRL** + **C**)
- ⬜ Paste the current clipboard content to the current selection (also by **CTRL** + **V**). In case of a complex type of selection combining all the above described modes, the exact location of the destination of the operation is determined by priority to be:
  - The beginning of the first measure and first staff of the first block selection.
  - If no block selection exists, then it is the beginning of the first measure and first staff of the first partial range selection.
  - If no partial range selection exists, the first individual object determines the location where the paste operation will be executed.

When pasting a complex and/or non-consecutive selection, the content is first concatenated into a continuous and time-ordered sequence, and then pasted at the destination. If more than one staff is copied/pasted, the destination offsets of the staves stay consistent with the source of the original staves.

- ✂ Makes a copy of the current selection to the current clipboard and deletes the selection from the score (also by **CTRL** + **X**).

- 🗑 **DEL** or **Backspace** deletes the content of the current selection.

- When combining a paste operation with the **SHIFT** key, you will be asked how many times you want to paste the content of the clipboard to the destination measure and Compose will then paste that content several times, one after the other.

Clipboard manager

- The clipboard manager is displayed with the 🎵 icon:
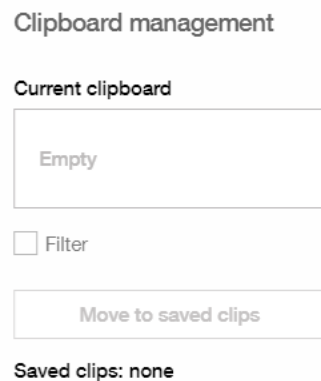
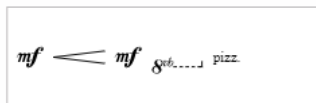- When the clipboard contains music data, it is displayed as a miniature:
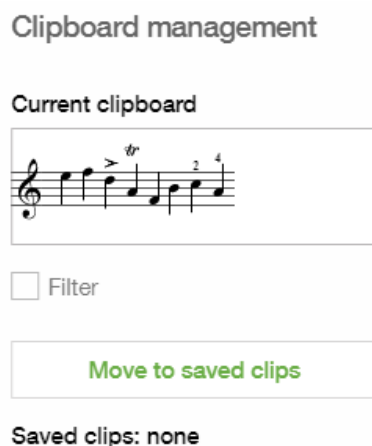
- You can save the content of the current clipboard as a "saved clip" to be used later. There can be as many of these saved clips as you want. They are associated and saved with the current score. They are displayed in the lower part of the clipboard manager:
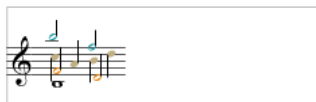
Saved clips:
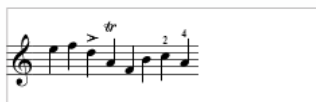
- You can delete the clip or use the clip. When clicking on the **Use** button, the content of that clip will follow the mouse cursor as a "ghost score" and will be pasted at the exact location of the next click:
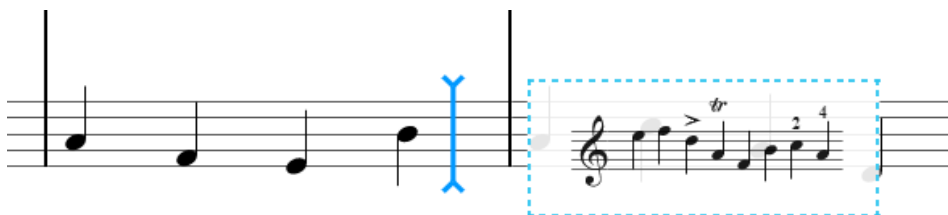
- <mark>New</mark> : If you hold down the **SHIFT** key, you will be asked how many times you want to paste the content of the clipboard to the destination measure and Compose will then paste that content several times, one after the other.
- If the clip contains only individual symbols, they may be applied (dragged) on the current selection and the symbols will be applied to all the notes of the selection. This can be used to apply an articulation (or a sequence of articulations) to a set of measures in one shot.

Drag and drop

- The copy/paste operations may be executed based on an intuitive drag-and-drop feature.
- Clicking inside an existing selection in the score and dragging the mouse will initiate a drag & drop operation. A "ghost score" follows the mouse and will be pasted at the exact location where you release the mouse.
- This operation does not affect the current content of the clipboard.
- <mark>New</mark> : If you hold down the **SHIFT** key before dropping the content (but after

dragging it), you will be asked how many times you want to paste the content to the destination measure and Compose will then paste that content several times, consecutively.

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Tables of all keyboard shortcuts you can use with Compose

Shortcuts	
Score display & playback	
Right Mouse	Move the score around
Right Mouse + Mouse Wheel	Zoom in and out around the mouse position
CTRL + Mouse Wheel	Zoom in and out around the mouse position
SHIFT + P	Select the page view
SHIFT + S	Select the scroll view
HOME	Go to the beginning of the score
END	Go to the end of the score
Page Up	Move up the height of the display area
Page Down	Move down the height of the display area
CTRL + "+"	Increase the zoom display
CTRL + "-"	Decrease the zoom display
SHIFT + K	Show/hide keyboard
ALT + ←	Moves the score to see the left part
ALT + →	Moves the score to see the right part
ALT + ↑	Moves the score to see the upper part
ALT + ↓	Moves the score to see the lower part
SPACE	Start / Stop playback
General shortcuts	
CTRL + C	Copy to the clipboard
CTRL + V	Paste from the clipboard
CTRL + X	Cut to the clipboard
CTRL + Z	Undo last operation
CTRL + Y	Redo the last operation
CTRL + A	Select the whole score

Selection of tools	
Note entry	
8	Select the double whole note tool
7	Select the whole note tool
6	Select the half note tool
5	Select the quarter note tool
4	Select the 8th note tool
3	Select the 16th note tool
2	Select the 32nd note tool
1	Select the 64th note tool
T	Enable/disable the Tuplet tool for note entry
CTRL + 1	Set tuplet entry to 1:1 (no tuplet)
CTRL + 2	Set tuplet entry to 2:3
CTRL + 3	Set tuplet entry to 3:2
CTRL + 4	Set tuplet entry to 4:3
CTRL + 5	Set tuplet entry to 5:4

CTRL + 6	Set tuplet entry to 6:4
CTRL + 7	Set tuplet entry to 7:4
CTRL + 8	Set tuplet entry to 8:12
CTRL + 9	Set tuplet entry to 9:8
CTRL + ALT + 0	Select automatic layer entry
CTRL + ALT + 1	Select layer 1
CTRL + ALT + 2	Select layer 2
CTRL + ALT + 3	Select layer 3
CTRL + ALT + 4	Select layer 4
I	Enable/disable the blinking note entry cursor

Score tools

CTRL + F	Select the clef tool
K	Select the key signature tool
ALT + CTRL + T	Select the time signature tool
SHIFT + T	Select the metronome tool
M	Select the measure/staff tool
P	Select the page layout tool

Other tools

V	Select the MF tool or the last dynamic used
X	Select the text tool
O	Select the lyrics tool
Q	Select the chord tool
ESC	Select the selection tool; layer set to 1; reset tuplets and dots; hide entry cursor; unselect all
H	Select the previous tool in the history of mouse selected tools
J	Select the next tool in the history of mouse selected tools
<	Select the crescendo hairpin tool
>	Select the decrescendo hairpin tool
(	Select the upper slur tool
)	Select the lower slur tool

Note entry

Modifiers when entering notes

SHIFT	Enter the equivalent rest of the selected note tool
CTRL	Will force beaming with the previous note
ALT	Rhythmic position magnetism precision doubled

Action on a selected note (or rest)

←	Select the previous note or symbol
→	Select the previous note or symbol
↑	Select the previous note or symbol
↓	Select the previous note or symbol
ABCDEFG	Repitch the note to the closest note
SHIFT + ABCDEFG	Add a note as a chord note to the selected note
CTRL + ↑	Move the note (or rest) a second up
CTRL + ↓	Move the note (or rest) a second down
SHIFT + ↑	Move the note (or rest) an octave up
SHIFT + ↓	Move the note (or rest) an octave down
DEL or Backspace	Delete the note, rest or symbol; a note is first replaced with a rest

+	Up one accidental
-	Down one accidental
N	Set accidental to natural; show/hide it
9	Browse through the enharmonic of the note
*****	Show/Hide accidental
S	Swap between note and rest
L	Flip the note stem up/down
ALT + C	Swap between normal/cue note or rest
U	Switch tie : none, normal, reverse, normal open, reverse open according to context
Y	Switch tie on the previous note
/	Break/join the beaming of the previous note
COMMAND + /	Break/join secondary beams of the previous note.
.	Swap between normal, dotted, double dotted note or rest
:	Add a grace note to the selected note
=	Add a slashed grace note to the selected note
'	Add/remove Staccato
"	Add/remove Accent
_	Add/remove Tenuto
< >	Start of hairpin on the note (cresc - decresc)
< >	End pending hairpin on the note
( )	Start of slur on the note (above - below)
( )	End pending slur on the note

Note entry with MIDI cursor	
ABCDEFG	Add a note + move the cursor to next position
SHIFT + ABCDEFG	Add a chord note
ENTER	Add a new note or a chord note at the cursor
0	Add a new rest at the cursor time position
←	Move the cursor to the next position
→	Move the cursor to the previous position
↑	Move the pitch cursor up
↓	Move the pitch cursor down
Action on some selected symbols	
+	Dynamics: up (pppp --> ffff); Hairpin to crescendo
-	Dynamics: down (ffff --> pppp); hairpin to decrescendo
+	Metronome: tempo up by multiples of 4
-	Metronome: tempo down by multiples of 4
L	Flip slur/hairpin/symbols above/below the notes
Modifiers when selecting objects	
CTRL	Toggle the clicked object in/out of the selection

SHIFT	Extend the selection