

QUICKSTART GUIDE

Igor

ENGRAVER

NoteHeads

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Requirements and Installation

System and Additional Software Requirements

1. Windows: Windows 95, 98, ME, NT4 or 2000, having a Pentium II processor or better, and at least 64 MB of RAM. Macintosh: Any Macintosh Power PC running MacOS 8.5 through 9.1 with at least 64 MB of free RAM. (A G3 or G4 is recommended.)
2. Macintosh only: QuickTime for playback through computer must be installed (available from www.quicktime.com).
3. Macintosh only: Open Music System (OMS) is used to manage all of Igor Engraver's MIDI traffic. OMS is a freeware utility written by Opcode, Inc. and is available for download from www.noteheads.com. (You will be able to create files in Igor Engraver without OMS, but it must be installed to hear playback.)
4. Any Postscript or QuickDraw printer is needed for printing.
5. Adobe Acrobat Reader 4.0 or later, available from www.adobe.com, is needed to read the Igor Engraver manual.
6. If downloading Igor Engraver from the Internet, you will need StuffIt Expander from www.aladdinsys.com to open the installer.

Installation of Igor Engraver

1. From either the CD or the downloaded file, double click on the Igor Engraver Installer.
2. An installer window appears. Press **Next/Continue**.
3. The next screen is the Licence Agreement. If you have read, understood and agreed with the text, press **Yes/Agree**.
4. Options for installation might follow. Choose **Easy Install** (recommended) to install the full version of Igor Engraver. To install only a few files, choose **Custom Installation**.
5. Select a folder for Igor Engraver. Press **Next/Install**.
6. A personalisation window might appear. Fill in the fields and press **Next**.
7. Depending on what system to use, a few more windows might appear. Simply follow the instructions.

8. Finally, a window appears that reads “Installation was successful ...” or the like. Press **Restart**.
9. Now, you will find a folder named Igor Engraver where specified.

Setting up OMS (Macintosh only)

(NoteHeads does not give technical support for OMS, since it is not our application, but the steps below should get you started, if you don’t already have OMS installed. This is covered in more detail in the Igor Engraver manual.)

1. Double-click on the OMS Setup icon in your Opcode folder.
2. Under File, choose New Studio Setup, and click **OK**.
3. A screen for OMS Driver Search appears. Press **Search** and OMS will search for all MIDI input and output devices.
4. Click **OK** and OMS will identify these devices. Click **OK** once again.
5. Name your setup and save it.
6. If you have a red **X** through the QuickTime option, double-click on it. A palette that reads “Configure QuickTime Synth” appears. Click on the **Yes** option and click **OK**. The red **X** disappears and QuickTime is now your current synthesizer. If you do not want to use QuickTime, select the one you desire.
7. From the Studio menu, choose the **Test studio** command and click on the QuickTime icon and/or other synthesizers’ icons. If you hear sound, your setup is correct and OMS should work with Igor Engraver. Save your configuration.

Setting up Igor Engraver

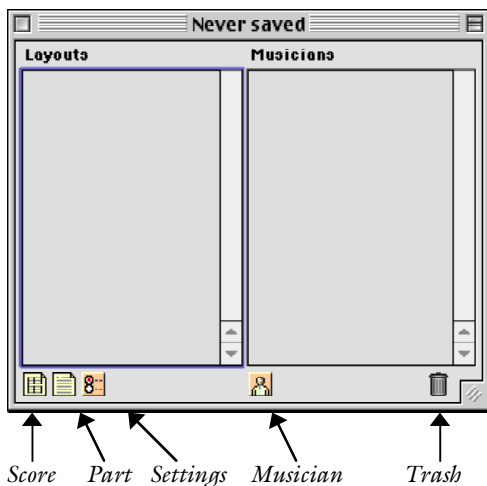
1. Double-click on the Igor Engraver icon.
2. A window might appear in which you will be asked to personalize your copy of Igor Engraver. Please enter all information and click **OK**.

READ MORE: Igor Engraver Manual, Chapter 1

Creating an Empty Layout

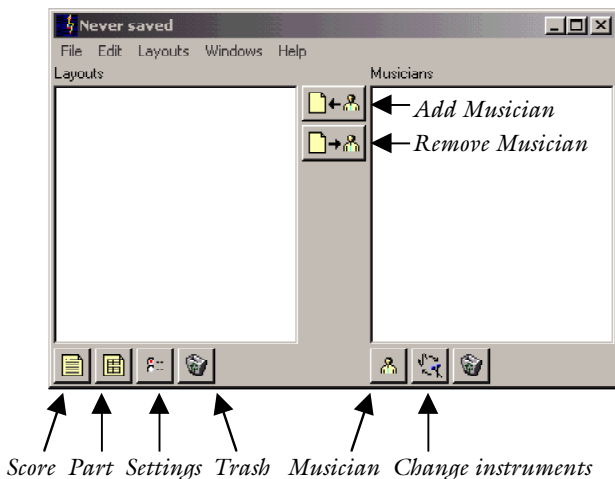
Starting a New Piece

1. From the File menu, choose **New Piece** or type **Ctrl-N** (Win) or **⌘-N** (Mac) on the keyboard. An empty *Piece window* appears. It has the words “Never Saved” on the title bar. Note that the Macintosh version (top right) and the Windows version (bottom right) of the Piece window differ slightly.



2. The Piece window has two panes: the left side for *Layouts* and the right side for *Musicians*.

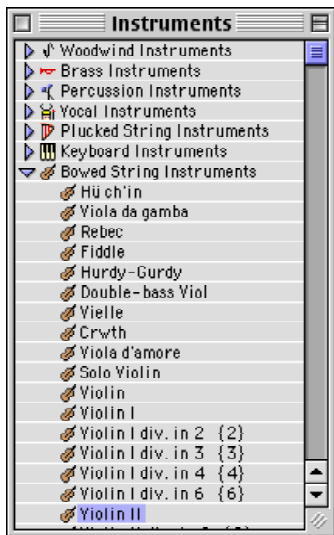
3. On the bottom of the Layout side the following icons appear (from left to right): Score, Part and Settings. The Windows version also



has a Layout Trash icon. On the bottom left of the Musician pane there is a Musician icon and to the far right a Trash icon. The Windows version has an additional icon: Change Instruments. You are now ready to choose the musicians who will be part of your piece.

Choosing Your Musicians

1. On the Macintosh: From the Windows menu, choose **Instrument Library** or press **⌘-I** on the keyboard; under Windows: click on the Musician icon once. A window appears that has the word “Instruments” on the title bar. Here you find instruments for creating your new piece. They are separated into these categories: Woodwinds, Brass, Percussion, Vocal, Plucked, Keyboard and Bowed Stringed Instruments. Click on the plus or the triangle icons to display all the instruments in the desired category.
2. Find the first instrument that you would like to appear in your piece, and click on it. On the Macintosh, drag it to the Piece window and drop it on top of the Musician icon; under Windows, click **Select**. You have now created a Musician, and a part layout for your musician has automatically been added. All music information (notes, dynamics, articulations, etc.) will be stored with the musician. This means layouts can be deleted and you will NOT lose the information for that musician. (Also, this means that, on the Macintosh, changing the instrument of a musician is as easy as dragging the musician’s existing instrument to the Trash icon and dragging a new instrument to the musician from the Instrument library. Under Windows, select a musician and click the Change Instruments icon to make your changes via the Instrument library.) You can create multiple layouts for the same musician by



dragging it to the Part or the Score icons (Macintosh) or clicking the Layout icon with the musician selected (Windows).

3. Now, create another musician. A part layout appears for this musician as well.
4. Observe that musicians can be added to or removed from existing layouts. On the Macintosh, this is achieved by dragging the musician(s) to the desired layout's name, or from the layout to the Trash icon. To add one or several musicians under Windows, select the musician(s) and the desired layout(s), and then press the Add Musician icon. To remove a musician from an existing layout under Windows, simply select it and press the Remove Musician icon.
5. To save your composition, click on the Piece window and under the File menu choose **Save**, or press **Ctrl-S** (Win) or **⌘-S** (Mac).

Creating Your Piece Settings

1. Next we will create Piece Settings. (Once created, these can be exported for use in another piece.) From the Edit menu, scroll down to **Settings for** "the name of your piece". When this window opens, you will see the *Piece Information* pane. Fill in all relevant information. If you need more than one line for a category, press **Alt/Option-Return** and you will get an additional line for text.
2. When you have completed this information, click on the menu that says "Piece Information" and scroll down to **General**. Fill in or choose all relevant information. (Although it can always be changed later, we recommend that you choose the proper paper size.)
3. Feel free to go through the other panes and make the changes you want.
4. The settings for layouts, musicians, and instruments can be accessed by dragging the icons to the Settings icon (Macintosh) or by selecting an item and clicking on the Settings icon (Windows).

Creating Your Score

1. Let's create a score. In the Piece window, click on the word "Musicians" (Macintosh) or choose **Select all** from the Edit menu (Windows). All musicians are now highlighted.

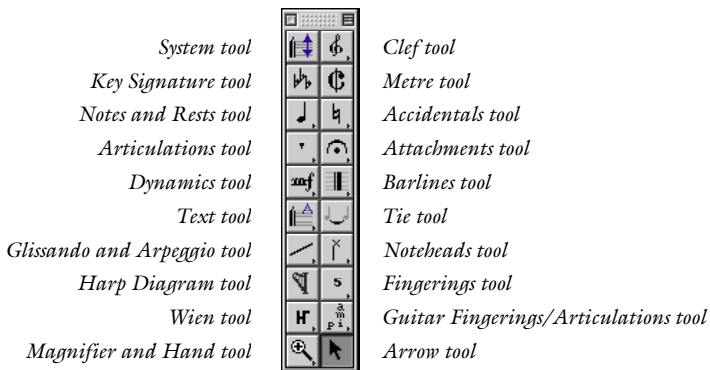
2. Click and drag the highlighted musicians to the Score icon (Macintosh) or click on the Layout icon (Windows). You now have a score layout, in addition to the part layouts that were created previously. If you would like to create a score or part for only some of the musicians, Shift-click the musicians you want and drag and drop on (Macintosh), or select (Windows), the Score icon or the Part icon.
3. Double click on the word Score in the Layouts pane. You will see your title page. (If you open a part, there will be no title page.) Move to the second page and you will see the first page of music.
4. Per default, all *part* layouts begin with a 32 multiple bar rest. Under the Layouts menu, select **Unconsolidate**, or press **Ctrl-U** (Win) or **⌘-U** (Mac) to unconsolidate the multiple bar rest.

READ MORE: Igor Engraver Manual, Chapters 2, 5, 6

Composing

The Tools Palette: A Quick Overview

Below is an overview of the Tools Palette to the far left of your screen. You can use the Tools palette options to add an item to the score or parts at any time. This is easy: just click on one of the pop-up palettes (such as the Articulations tool) and after having chosen your desired symbol, click where



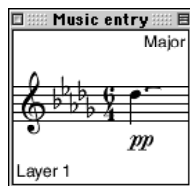
you want it to apply (e.g., click on a note to input an articulation). As score layouts and part layouts work together, if an item is added to a score it will be added to the part; if added to a part, it will be added to the score.

Start to Compose

1. Click on the Key Signature Tool. Click in the middle of the first bar. Use the mouse to choose your key type and the up/down arrows to select the actual key.
2. Click on the Metre Tool. Click in the first bar and type in your metre. (Notice the C/Cut check box. If you are in 4/4 and this box is checked, a C will appear as the metre. To get cut time, set the metre to 2/2 and check the box.)

Note and Rest Entry

1. Click on the Arrow Tool.
2. Double click in the first bar. A blinking *Input caret* will appear in the bar. A small window titled *Music Entry* will appear to the left. This window will tell you the current pitch, the dynamic marking, the note value, articulations, etc. When the window and the Input caret are present, you are in *Input mode*.
3. To change the note value in the Music Entry window, use the numbers on the keyboard. Each number represents a different note value:



Key	0	1	2	3	4	5	6	7	8	9
US name	128th	64th	32nd	16th	8th	Quarter	Half	Whole	Double Whole	Longa
UK name	Semi-hemi-demi-semi-quaver	Hemi-demi-semi-quaver	Demi-semi-quaver	Semi-quaver	Quaver	Crotchet	Minim	Semi-breve	Breve	Longa

4. To insert a note, choose the note value you want and press **Enter** (not **Return**), or press **Space** to insert a rest. To switch pitches use the arrow keys. A note or rest can be deleted using **Backspace**.
5. To add a dynamic after note entry, press the letter that corresponds to the dynamic you want. For *forte* press **F**; for *piano* press **P**, etc. If you have entered the wrong dynamic, press **Backspace**. Igor Engraver will then delete it.
6. To add an articulation, type the articulation you would like to appear (articulations will continue until you press the same articulation again).
 - (period) = staccato
 - > = marcato accent
 - _ (underline) = tenuto
 - c** = crescendo. (The crescendo will continue until you tell Igor Engraver to stop. To end the crescendo, press **C** again. The crescendo can also be stopped by pressing **D**, to start a decrescendo.)
7. Slurs work the same way, but use the letter **L**.
8. To sharpen or flatten pitches, press + or -.
9. To add an augmentation dot, press , (comma). Additional dots can be added by pressing **Ctrl-**, (Win) or **⌘-**, (Mac). Press , (comma) to remove.

Moving items

1. Click on any object in a layout. A circle or other figure will show it is selected.
2. You can drag with the mouse, move with the arrow keys or use **Alt/Option**-arrow to move it 1/10 of an arrow click. (This can be changed to be smaller or larger in Piece settings.)

Adding bars

Per default, Igor Engraver begins every piece with 32 bars. When you input music and reach the end of bar 32, Igor Engraver will automatically create more bars. If you know how many bars your piece will be, you can go to the Edit menu and choose **Add/delete bars...** In the window that opens, you can choose to set a specific number of bars, to add or delete a specified number of bars, or to delete empty bars in the end of the piece.

Note Shortcuts

1. Like the Enter key, the function keys also enter notes, but you do not need to use the arrow keys to enter pitches.
2. Pressing **F1** inputs a C in the current octave, **F2** a D, etc. **F8** inputs a C an octave higher. **F9** brings the input caret's cursor an octave down and **F10** an octave higher. Pressing the Ctrl key (Win) or the Command (⌘) key (Mac) with a function key enters a sharpened pitch; the Alt/Option key (⌥) with a function key enters a flattened note.

READ MORE: Igor Engraver Manual, Chapters 2, 3, 6, 7, 8

Editing in Input Mode

In Input mode, you can insert any kind of symbol available in Igor Engraver. All of the available options are found in the Input menu, which is on the title bar when you are in Input mode (double-click on a staff to enter Input mode). The basic functionality of Input mode, as well as some of its most useful features, are described below:

- Moving the Input caret: Move the Input caret one entry to the left or right by pressing the appropriate arrow key. If the Ctrl (Win) or Command (Mac) key is held down whilst an arrow key is pressed, the Input caret moves an entire bar at once. Move the Input caret vertically (one staff at a time) by holding down the Alt/Option key whilst pressing the up or down arrow keys.
- Adding symbols to several entries: Articulations, crescendos, slurs, etc. can be added to a group of notes by using the left and right arrow keys along with the Shift key. Press the entry you desire and it will be applied to all objects highlighted.
- Deleting several entries: You can delete several objects by highlighting them (as explained above) and pressing Backspace. If dynamic markings are present, they will be deleted first.

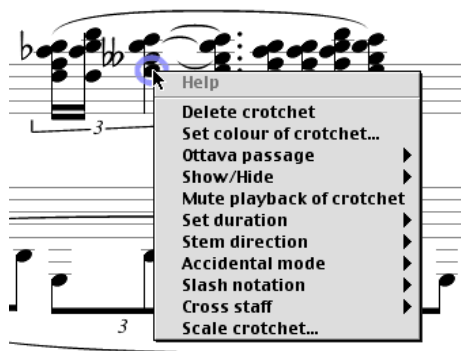
- Copy and paste: Highlight a section of music, then under the Edit menu, choose **Copy** or press **Ctrl-C** (Win) or **⌘-C** (Mac). You can paste where you place the cursor by choosing **Paste** from the Edit menu or pressing **Ctrl-V** (Win) or **⌘-V** (Mac). Note that you can also copy music from one *layer* (see below) and paste it into another layer.
- Transposing: Highlight a section and use the up and down arrow keys to move the pitches up or down, or press **Ctrl-T** (Win) or **⌘-T** (Mac). You will then be given options for transposing.
- Entering chords: After entering a note, use the arrows to move to the next pitch you would like. Press **Shift-Enter** and an additional note will be added to make a chord. Continue using the arrows and **Shift-Enter** until your chord is complete. If the same chord repeats on the next beat, press **Tab** and your last entry will be reproduced.
- Adding ties: Press **T** and a tie will appear after the note you have just entered or in between notes previously entered. The notes must be the same pitches or Igor Engraver will create a shortened tie that appears to end before the next note.
- Creating a pick-up bar: To create a pick-up bar, simply don't fill the bar completely but advance to the next bar, using the right arrow.
- Entering tuplets and sticky tuplets: Enter a note and then press **Alt/Option-3**. If you have consecutive triplets you may want to use the sticky triplet option. After entering the first triplet, press **Alt/Option-Shift-1** – you will be able to enter consecutive triplets until you tell Igor Engraver to stop by repeating **Alt/Option-Shift-1**.
- Changing barlines: Press **I** until the appropriate barline is displayed.
- Changing noteheads: After entering a note, and press **N** until the notehead you want appears.
- Adding entry text: While in Input mode, press **:** (colon). A box will appear and you can type your text, such as *pizz.*
- Entering grace notes: Press **Alt/Option-G** and you will be in *Grace note mode* (you will see a slash through the note in the Music Entry window); to exit Grace note mode press **Alt/Option-G**.
- Entering courtesy accidentals: Right/Control-click the desired note, select **Accidental mode** and choose from the options displayed.

- Inputting music in different layers: If you want several independent voices on one staff (as in choral music), you should work in different *layers*. Press **Alt-Shift-2** (Win) or **Control-2** (Mac) to move to the second voice of a staff, and input your music. Press **Alt-Shift-3** (Win) or **Control-3** (Mac) to get a third layer, and so forth. Press **Alt-Shift-1** or **Control-1** respectively to return to the first layer. Note that the first layer should be the upper voice – otherwise the stems of the notes will be pointing the wrong way.
- Using mirroring: After entering one voice you can mirror the rhythms of this voice into another by pressing **o** (lower case o) – you will see the word “Mirroring” in the Music Entry window. After pressing, move to another staff or layer and choose the pitches you want. Igor Engraver will use the rhythms from the staff you have chosen, so there is no need for entering them again – a feature which saves you a lot of time. To leave *Mirroring mode*, press **o** again.

READ MORE: Igor Engraver Manual, Chapters 2, 3, 7, 10

Using Contextual Menus

1. Right-click (Win) or Control-click (Mac) on any object (ranging from staccato dots to entire pages) in your piece and a contextual menu pops up, in which you will see the options to modify the object. Note that if several objects are selected (via click-dragging or Shift-clicking), the contextual menu applies to all of them.
2. For example, Right/Control-click on a note and the options might be:



Delete note, Set colour of note, Ottava passage, Show/hide, Mute playback, Set duration, Stem direction, Accidental mode, Slash notation, Cross staff, Scale note.

A few of the many other objects of interest:

- articulations: Right/Control-click an articulation marking to add an extension or to flip it.
- bars: Right/Control-click on an empty spot in a bar to glue it in place or to move it to another system.
- staves: Right/Control-click on an empty spot in a staff to hide (suppress) or show empty staves in the specified system.
- pages: Right/Control-click on an empty place in a page and you will be allowed to move individual systems from page to page. Furthermore, you will be able to insert e-commerce graphics (see the manual for details).

READ MORE: Igor Engraver Manual, Chapters 9, 10, 17

Playing Back and Recording

Playing Back

If you do not see a window titled “Play and Record”, go to the Windows menu and scroll down to and choose **Play and Record**. In this window, you will see the bar in which the Input caret is located. Much like a tape recorder, from left to right the options are: go back to first bar, move back one bar, play, pause, stop, move ahead one bar and move to the last bar. If you would like Igor Engraver to start in a different bar, move the Input caret to this bar or click on the box in the lower left corner of the Play and Record window and type the number of the bar in which you would like playback to begin.



Step-Time Recording with a MIDI Keyboard

(Please see the manual for Real-Time Recording.) Step-time recording provides a very efficient way of inputting your music. This is how it's done:

1. Place the input caret in the bar where you would like to enter your music.
2. Choose the desired note duration, play the pitch/pitches on the MIDI keyboard and then press **Enter**. The pitch or the chord will be displayed with the duration you have chosen. Observe that your MIDI Input settings must be correct.

READ MORE: Igor Engraver Manual, Chapters I (OMS), 4, 16

Adding Text

Adding Lyrics

1. To enter Lyrics mode, place the input caret (in Input mode) after the first note and press **Shift-Space**. Type the text and then press **Space**. The text box moves to the next note. Enter the next word.
2. If your word has more than one syllable, type - (hyphen) between the syllables, one or several times.
3. To add an extender, press _ (underscore). For an extender under more than one note, just keep pressing underscores.

Text Entry

1. On the Tools palette click on the Textbox Tool.
2. You will see five options for text entry:
3. Page Text: this is used for titles, composer, arranger, etc.
4. System Text: this is used to enter tempos and will affect playback. If you choose to use this option in a blank bar, Igor Engraver will ask where the text box should be placed. For example, if you are in 4/4 and would like the text box to be placed on the third



beat, type $2/4$. (The units are mathematical – the first beat is 0.) The text you enter will appear only at the top of a system in the score layout, but in all of the part layouts.

5. Staff Text: this creates a textbox that is attached to a specific staff and does not affect playback. You can use staff text for chord symbols, special instructions, and so on.
6. Entry Expressions: this tool creates a textbox that is attached to a specific entry (note, chord, or rest). Many terms will affect playback behaviour. Some examples are: pizz, pizz., arco, mute, staccato, sord, etc. (Please see the manual for a complete listing, and note that punctuation can be used.)
7. Rehearsal Marks: like system textboxes, these will appear on the top of a score layout and on all of the part layouts. The appearance of the enclosure of rehearsal marks can be defined in the Piece Settings.
8. Choose the appropriate textbox. Depending on your selection, click on the note, bar, or section of the page where you would like to enter text. (Page text areas are defined via click-dragging.)
9. Type in your text (press **Alt/Option-Return** to add more rows of text) and press Return or click outside the textbox when you are done.
10. To edit the style of text you have just entered, click on it once. You will see a box around the text and the Font menu will appear on the menu bar. From that menu, you can change the font, size and style. (Note that text fonts can be changed at any time in the Piece Settings. We strongly recommend you to change them to something more suitable than the default ones.)
11. To edit the text itself, double-click and retype.
12. The text boxes can be moved with the arrows (if selected) or the mouse.
13. If you have entered a tempo marking, but are not pleased with the tempo Igor Engraver has chosen, Right/Control-click the text and choose **Set system text tempo**. In the window that appears, choose a new tempo and click on **Set**.

READ MORE: Igor Engraver Manual, Chapters 3, 11

Changing Music Fonts

Igor Engraver supports many of the most used third-party music fonts, including certain jazz fonts. To use another font for your music, scroll down to the Music font pane in the Piece settings. The ones that are available in your fonts folder and are supported by Igor Engraver will be displayed. If changed, the font of your music updates instantly.

READ MORE: Igor Engraver Manual, Chapter 10

Changing the Size of Your Music

1. Under the Layout menu, scroll down to Layout Settings. (The Layout Settings can also be opened by dragging a layout to the Settings icon in the Piece window.)
2. Click on the pulldown menu that reads Basics, and choose Format.
3. Choose the new size of your music. 1 is 100%, 0.7 is 70% etc.

To change the size of the music for only one musician, do the following:

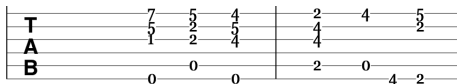
1. Open the Piece window.
2. Open the Musician Settings by dragging the Musician to the Settings icon.
3. Set the “Scale musician” number to, for instance, 0.7.

READ MORE: Igor Engraver Manual, Chapters 2, 3, 6, 7, 8

Adding Tab

1. Right/Control-click a bar and choose **Add Tab to this staff**.

2. You will see that tablature has been added below the music that had been previously entered.



3. If you decide that you have entered a wrong pitch, click the pitch and use the arrows to change it. You will notice that the tab numbers will also move.
4. Igor Engraver has the world's most advanced guitar and tablature features. See Chapter 12 of the manual for more details.

READ MORE: Igor Engraver Manual, Chapter 12

Technical Support

1. If you have questions regarding specific areas of the software, try turning on balloon help, which is especially useful for quick reference of different settings.
2. Extensive technical support, as well as tutorials, are found in the Igor Engraver manual. Note that there is a trouble-shooting appendix that answers most commonly asked questions.
3. If you don't find an answer to your question there, you can contact support@noteheads.com.
4. We recommend that you join the NoteHeads Community (follow the Community link on www.noteheads.com) to access forums, chat rooms and Igor Engraver tips. Joining is free!

Moving On

By now, you have got a taste of the ease and flexibility of Igor Engraver. Of course, as there are so many features in this program, we couldn't communicate all of them to you in a QuickStart Guide. Instead, we recommend you to experiment with Igor Engraver and consult the manual when you need to. Also, be sure to watch the QuickTime movies (*Introduction* first) found on www.noteheads.com/igor to get started even faster!

Remember also that Igor Engraver is only one of the services that NoteHeads provide for you as a musician. Other services include:

- **NoteHeads Community:** the NoteHeads Community is the most elaborate online community for performing musicians, publishers, music educators, and engravers. We offer you your own, unique and FREE customisable homepage (www.noteheads.net/yourname) where you can present yourself and even sell your music!
- **Igor Reader:** the free Igor Reader is used for viewing files that have been exported from Igor Engraver to the cross-platform IGP (Igor Publishing) format. These sheet music files not only allow viewing and printing but also offer playback functionality.
- **The Music Stand:** the Music Stand is the online sheet music shop of noteheads.com. Here, IGP files can be downloaded in a demo state, viewed by the Igor Reader, and then bought.
- **NoteHeads Commerce:** NoteHeads Commerce is a secure online sheet music distribution system aimed at large publishers, who want to create their own online sheet music shops.
- **Enhanced CDs:** An enhanced CD contains, as well as the usual audio content, sample IGP files of the sheet music for the titles on the disc. If the viewers/listeners then want to buy the parts in their entirety, they follow a link to the web site where they can do so.

Find out more about our offers at www.noteheads.com today!

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