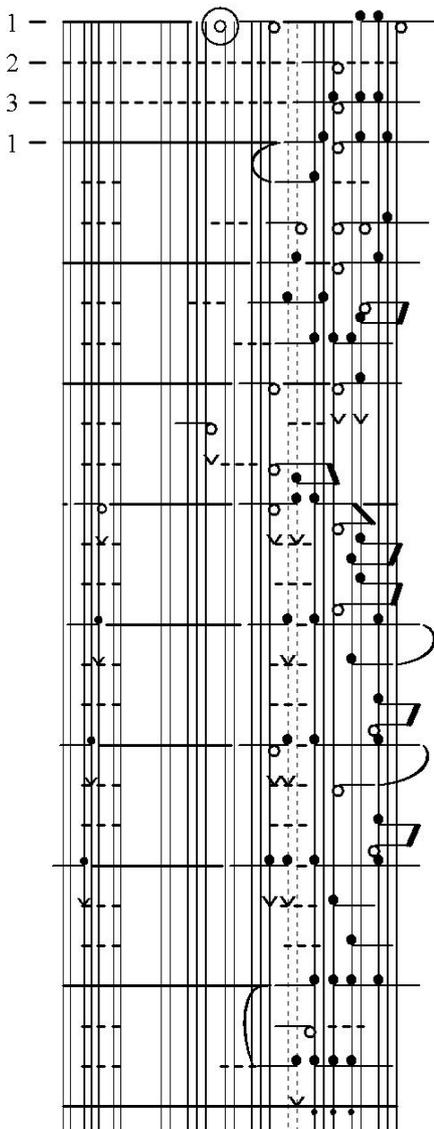


KLAVARSCRIPT

Transcribing sheetmusic in Standard Music Notation to KlavarScore

Manual



This manual consists of three parts:

1 - Quick start

This allows you to create a music piece in Klavarscore as quickly as possible. That is then in a simple version, to understand the software fully you need additional information from the other parts of the manual.

2 - Toolbars and Context menu

If you have opened KlavarScript, you will see a large number of buttons and menus. The operation of these is explained in this section.

3 - Explanation and other topics

This explains how you can perform certain operations and which buttons and menus you need for that.

Note:

To be able to transcribe sheet music in the Standard Music Notation to KlavarScore, a good knowledge of the Standard Notation is necessary

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To visit the KlavarScore website
[Click HERE](#)

or scan the QR code.

20241218

Only for KlavarScript versions from 20241218

INTRODUCTION TO TRANSCRIBING TO KLAVARSCORE

You want to transcribe a music score to KlavarScore, but what do you need for that, and where to start?

- Sufficient knowledge of Standard Music Notation.
- The free program "KlavarScript".

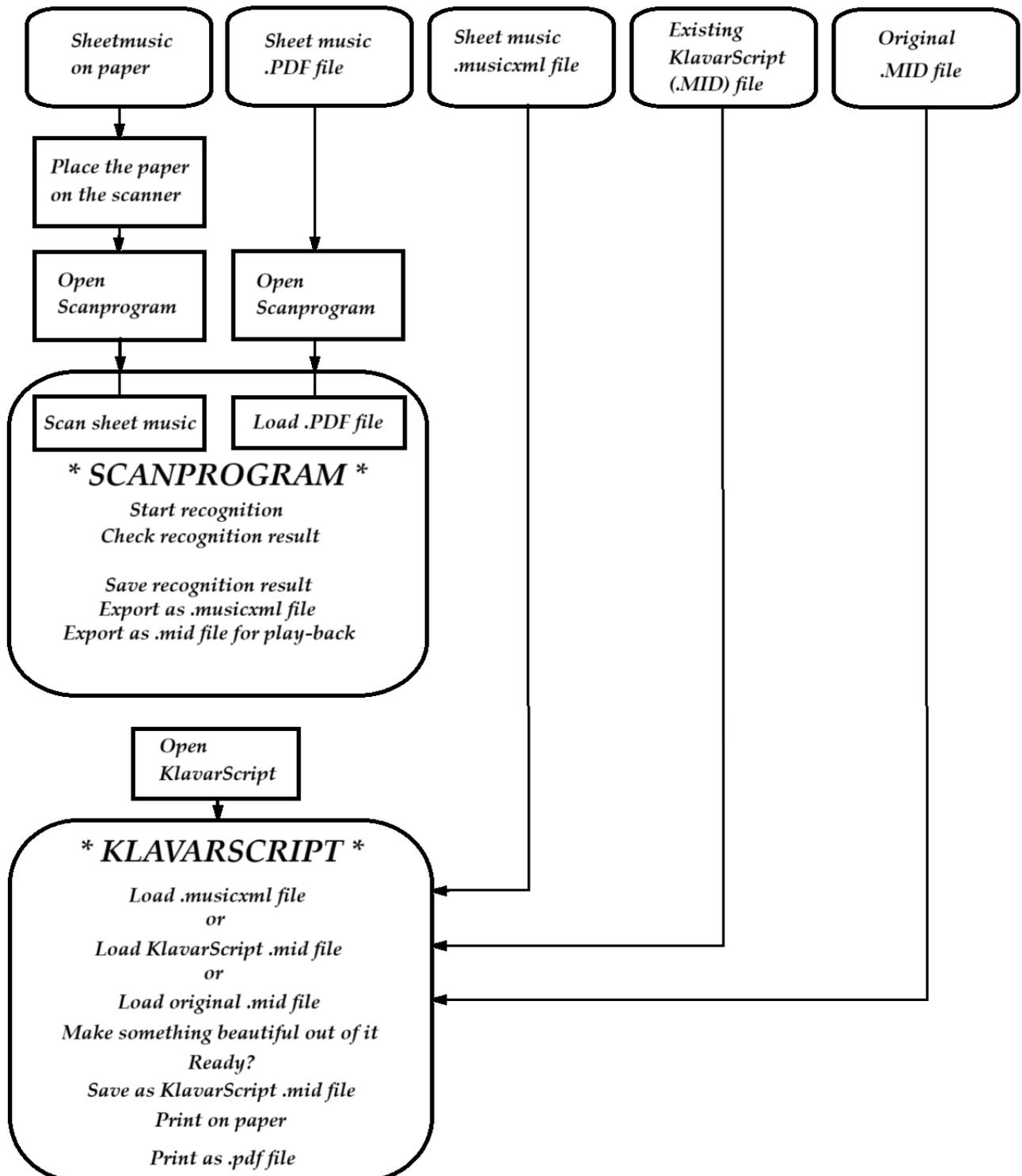
If you use a .musicxml file or a .mid file, you can get started with this.

If you use sheet music on a PDF file, you also need:

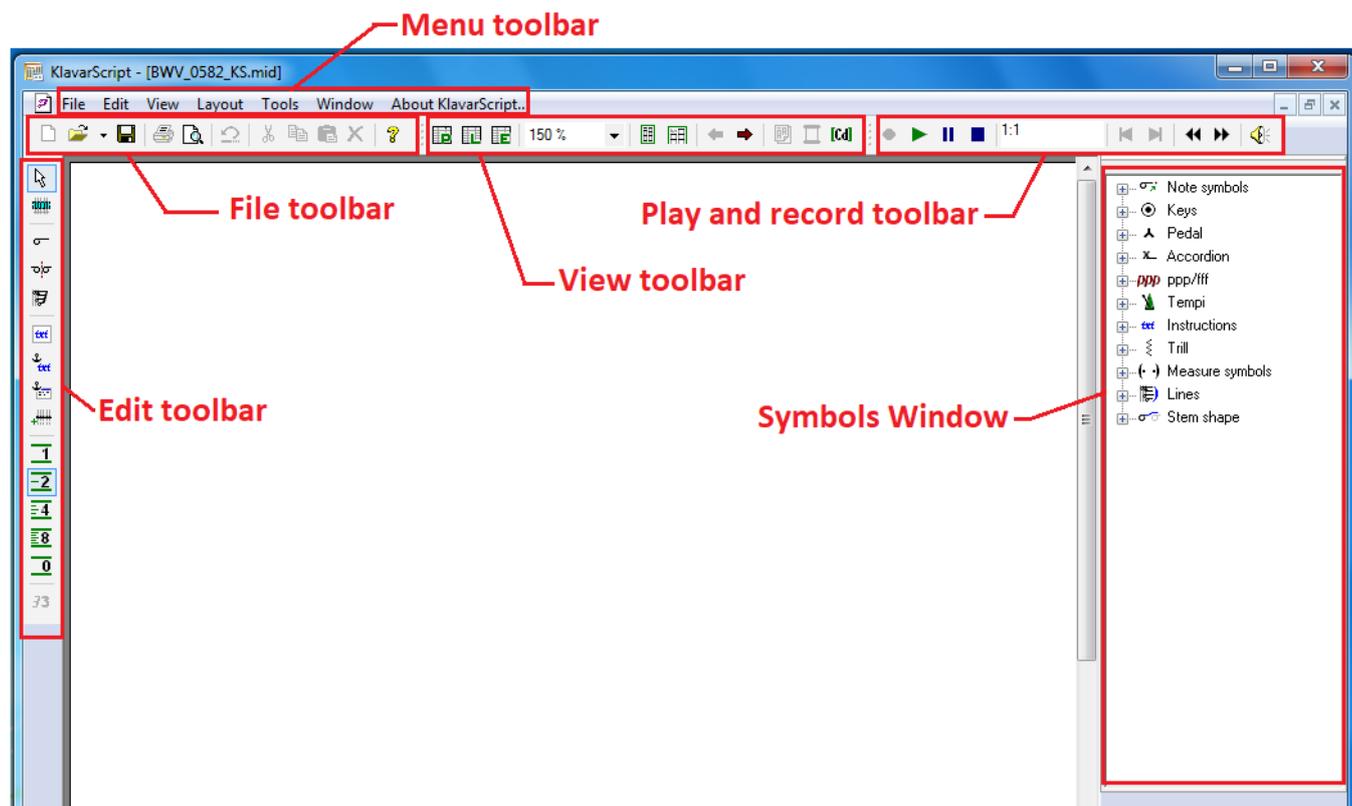
- A scanning program (unfortunately not free)

If you use sheet music on paper, you also need a printer with a scanning function.

In the diagram below, select the block on the top row that applies to you, then you can follow the lines and follow the instructions.



TOOLBARS IN KLAVARSCRIPT



Abbreviations:

LMB = Left Mouse Button
RMB = Right Mouse Button
LH = Left Hand
RH = Right Hand
KS = KlavarScript
SMN = Standard Music Notation

CONTEXT MENU

If you place the cursor on an object and press the Right Mouse Button, you will get a list of possible operations of that object.

LINKS

The underlined **PURPLE** colored lines in the table of contents and text are links: if you click on them, you will go directly to the relevant chapter.

Blue underlined colored lines are external links to the KlavarScore website.

New in versions from 241218:

- 1 - Chapter about double notes and overlapping notes removed (problem solved)
- 2 - Chapter about ornaments as in Standard Music Notation added (new, see chapter 2.6.8).
- 3 - Chapter about creating Scrolling KlavarScore added (new, see chapter 3.7).
- 4 - Minor adjustments due to update KS.

This manual is only for KlavarScript versions from 20241218

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1 QUICK START WITH KLAVARSCRIPT

1.1 If you enter the notes yourself

 You can use the arrow cursor to pinpoint the location where an object is to be placed or the object to which an operation must be performed.

Select the staff

Open KS and click on "File"→"New". In the "Select template" menu, select the right type of staff. If you find the characters too small, you can set the zoom factor to 150% in the "View toolbar".

Select Measure

KS starts with bars in 4/4 size, but you can also choose another size:

Click on "Layout" > "Meter and Tempo". Check the box "Change time signature" and enter your choice. The playback tempo and key signature can also be set later.

Enter notes

	quarter note	First select the <u>shortest note</u> you want to enter in your piece of music in the "Edit toolbar" shown here (you can change it afterwards).
	8 th note	
	16 th note	
	32 nd note	
	The notes can be placed anywhere	

For this, also see the chapter on [Grid](#).

In the "Edit Toolbar" click on the button , move the cursor to somewhere in the staff, click on the RMB and choose under "Input" whether you want to enter notes for the Left or Right Hand. Move the cursor to the place where you want to put the note and click on the LMB. You don't have to go to this "context menu" for every note, but only when you want to change the stem direction.

If you later want to change the direction of the stem, position the cursor on the note until a square dotted block appears around the note and press the space bar. Or: click on the RMB. Then choose "Move to part" and make your choice.

Delete notes

Put the cursor on the note and click on the LMB. Then click on the RMB and choose "Delete".
Or: put the cursor on the note and press the "Delete" key.

Continue with Chapter [1.3 Formatting Sheet Music](#)

1.2 If you use a Source file

Select a File

First: make sure you have a suitable .XML or .musicxml file.

Almost all music notation programs and scanning programs can "export" their result to the .musicxml format. If that is not the case, you can probably load the file into the free SMN program *MuseScore*. From there you can export it to the musicxml format.

MIDI (= .mid) files are usually not suitable. In many MIDI files, the notes are all shortened a bit. When playing, the sound sounds better, but in KlavarScript you will be met with an abundance of unnecessary stop signs. It is not impossible, but we advise against using midi files.

Load a file

It is common that you can double-click on a file to open it, Windows knows which program is needed, opens it and loads the file.

THIS DOES NOT WORK WITH KLAVARSCRIPT FILES!

Here you have to follow a different method:

Open KlavarScript, click on "File" and then "Open". In the window that you then see you can search for the requested file. Activate the file name and click on "Open".

1.3 To Format Sheet Music

Symbols

In the menu on the right of your music page you will find the "Symbols Window", which contains various groups of symbols to place in the music bars. See also chapter [2.6 Symbols Window](#)

Key signature

In the "Symbols Window" click on the + in the square box before the title "Keys", there you will find symbols for the various types of scales. The required symbol must be placed on the root of the relevant scale, you can choose which root, depending on the space in the score. Move the cursor to the relevant symbol and drag it with the LMB pressed to the desired location.

Repeats

Repetitions are indicated in Klavarscore in the same way as in the Traditional Notation.

Click in the "Symbols Window" on the + in the square box before the title "Measure symbols", there you will find all symbols to indicate repetitions. Move the cursor to the relevant symbol and drag it with the LMB pressed to the desired location. When these repeat symbols are blue they can be moved.

Title block

The Title block is the part at the top of the first page of your sheet music where the name of the piece of music and the other information should be. Click on "Layout" in the "Menu toolbar" and then choose "Title and copyright". In the "Document Properties" window you can enter the necessary data, then click on "Insert in document". This data is now placed on the upper part of the first page.

You can easily move the texts in the title block, and if you find the block too large, you can make it smaller as follows: click in the "Edit Toolbar" on the top "txt" button, the frame of the block will now be visible. You can adjust the size with the cursor on one of the square blocks in the border.

Page numbers

Click in the "Menu toolbar" on "Layout" and then choose "Page numbers and margins".

In the lower part of the "Page setup" window, click behind the "Position" on the black arrow down. You can then choose from various locations for the page numbers. It is also useful to indicate the total number of pages of this piece of music and possibly the file name. You can do this by entering the following in "Format":

Page% p/X File name.mid %p is then automatically replaced by the page number, X is the number of pages that you have to fill in yourself. You can also enter the file name if you wish.

Measure numbers

Click on "Layout" and then choose "Measure numbers". You can make your choices in the window that appears. It is useful to place many measure numbers during the layout of your piece of music, for example every two or three measures; that saves a lot of counting. Later you can change that to only "At the top of every bar".

There are two types of size numbers:

- > Automatic: you cannot change these.
- > Textelements: You can change or delete these individually.

Save file

Select "File" → "Save as". KS takes the title of the piece you just specified as the file name, but you can also choose another name. The KS document is saved as a MIDI file, you can play it with any available Midi player. It is not possible to save the document as a .musicxml file.

2 TOOL BARS

For the name of the various bars, see the illustration on page 3.

2.1 MENU TOOLBAR

2.1.1 Toolbar File

These are the usual Windows commands, therefore they are not discussed here.

2.1.2 Toolbar Edit

First you see the usual Windows commands, therefore they are not discussed here.

Clean up rests and stop signs

Postprocessing

The "Quantize and Trim" functions can be used if you play the music directly with a keyboard, digital piano, or electronic organ. In this case the notes are not all neatly placed in the right place, and the length is sometimes not as you intended.

First select the group of notes you want to Quantize or Trim by drawing a "rectangle" around these notes with the cursor or select all notes by pressing Ctrl-A.

"Quantize, Start time": The beginning of the notes is placed in the right place.

With "Quarter count", the starting position is a whole multiple of a quarter beat.

"Quantize, Duration": The notes get the correct length. With "Quarter count" the length is a whole multiple of a quarter beat.

Change note velocity

This allows you to set the velocity for each note or set of notes for playback.

Select a note or group of notes and choose "Edit" > "Set velocity", Enter the "New velocity" and click OK. You can set a values from 0 (soft) to 127 (loud).

Transpose Selection

Note: with this operation the notation and the MIDI notes are changed. Select the notes that you want to transpose. Go to "Edit"→"Transpose" and indicate which shift you want.

Merge

All selected notes are assigned to a newly formed part, see "List of parts" (Button )

Parts

With this you get the menu "Part Overview". Also: Press . See further at "View toolbar".

Music elements

This gives you the "Elements List" menu. Also: Press . See further at [View toolbar](#).

2.1.3 Toolbar View

Toolbars

These allow you to enable or disable the various toolbars. You are recommended to leave them all on.

2.1.4 Toolbar Layout

Select Template

Here you can set the type of music bar that you will use. Click on a type bar and then on OK.

Also: Press . See further at [View Toolbar](#).

Page numbers and margins

Margins for Staves / Margins for text

This sets how much white space you want around the bars and at the edge of the paper.

Page numbering

In the lower part of the "Page setup" window, click behind the "Position" on the black arrow down.

You can then choose from various locations for the page numbers. It is also useful to indicate the total number of pages of this piece of music and possibly the file name. You can do this by entering the following in

"Formatting": Page%p/X File name.mid. %p is then automatically replaced by the page number, X is the total number of pages that you have to fill in yourself, you must also enter the file name here yourself. If you enter %f instead of "File name.mid", the file name and path will be filled in automatically.

Measure distribution

The normal size of a beat (quarter note) is 7.5 mm.

You get here the menu "Change KS:MeasureSetup", in which you can set the size of one beat (quarter note).

We strongly advise to check the box "Do not stretch measures". In this case all equal notes will have the same length on paper. This fits better with the way you read Klavarscore. And in Scrolling KlavarScore, differences in bar size are used to indicate differences in tempo.

It is possible that Klavarscript makes bars of unequal length on the first page. You can prevent this by:

- Make the measure size a little smaller so that at least the desired number of sizes is on the first bar.
- Place a bar break at the bottom of the last measure.
- Also place a bar break on all other bars at the desired location.
- Make all bars to the desired size, including the bars on the other pages.

Measure numbers

Click on "Layout" and then choose "Measure numbers". You can make your choices in the window that appears. It is useful to place many measure numbers during the layout of your piece of music, for example every two or three measures; that saves a lot of counting. Later you can change that to only "At the top of every bar".

There are two types of size numbers:

- > Automatic: you cannot change these.
- > Textelements: You can change or delete these individually.

Meter and Tempo

In the "Adjust time division and tempo" field you can make changes to the time division and tempo at any desired point in the piece of music.

The tempo setting of the playback tempo is only important for playback.

Title and copyright

In the "Document Properties" window you can enter the necessary data, then click on "insert in document". This data is now placed on the upper part of the (first) page.

2.1.5 Toolbar Tools

Setup MIDI devices

Here you can select the MIDI input and output devices.

Options

Here you can set the line thickness and symbol size. These settings are stored in KlavarScript itself, not in the music files you create. All files you load after this will have these set values.

2.1.6 Toolbar Window

In KlavarScript you can open and edit several files at the same time. In this menu you can arrange them as you wish. However, you can also open several different files one after the other via the "File" menu.

2.2 EDIT TOOLBAR

Which of the buttons is selected is indicated by a blue border.

2.2.1 Cursor



The cursor allows you to identify the subject on which an operation is to be performed.

Activate

Point to a note or text with the cursor; a dotted square appears around the note; that disappears when the cursor is moved.

Select

Pointing at an object (notes or characters or text) with the cursor and then clicking with the LMB; the dotted square now becomes a blue square. This disappears when you click somewhere else.

A group of objects can be selected by drawing a rectangle around it with the LMB pressed. After releasing the LMB, the objects turn blue. You can select a number of random objects one after the other by clicking on the individual objects with the Ctrl key pressed.

Cancel selection by clicking somewhere else with the LMB.

2.2.2 Select Measures

Click on  "Select measures" and select the measures on which you want to perform an operation (now turns blue), select the part with the cursor *from top to bottom*.

Then click on the RMB and choose an operation in the context menu:

Cut / Copy

These are the usual operations in Windows, which are performed here on the selected part.

Insert

A measure or part of a measure (as large as you have selected) is added *above* the selected part.

Remove

The selected part is deleted, the lower part of the bar is moved up.

Tempo

You can change the playback tempo of the selected part.

Time signature

You can change the time format of the selected part.

Size

Select the distance in mm between the notes, only for the selected part of the measure.

See also 2.1.4 "Layout", "Measure distribution".

Other

The other options of the context menu are not relevant here.

2.2.3 Place Notes

Click on  "Note Edit" when you want to add notes. You will see that some of the existing notes will turn gray, the remaining notes will remain black: this is the "active part" where you can now add the notes.

You can see which parts there are in the "Parts Overview" that you can open with the push button  in the "View Toolbar". You can change the active part with the space bar.

Move the cursor to the location where you want to place the note and click on the LMB.

Delete notes

Put the cursor on the note and press the LMB. Then click on the RMB and choose "Delete", or put the cursor on the note and press the "Delete" key.

Insert or move notes

Click on  "Note Edit" if you want to add or move notes.

Change notes

Activate the note that you want to change, leave the cursor on that note and press:

- S change the normal note to a grace note (and vice versa)
- M change normal note to ossia note (and vice versa)
- L change ordinary note to large note (and vice versa)
- T transpose the note one octave up
- Shift + T transpose the note one octave down
- O add a copy of the same note one octave up
- Shift + O add a copy of the same note one octave down.

2.2.4 Split in Parts/change stem direction

 **If there are two parts on a staff** (e.g. Left hand and Right hand) then these parts are distinguished by the "Stem direction". If all notes are in the same direction (e.g. after loading a midi file), then this means that they all belong to the same part. It is better to distinguish between notes for the Left hand and those for the Right hand. You can do this by splitting the notes into two parts. Changing the stem direction then automatically means that the note is then moved to the other part. If there is only one part at first, then a second part is automatically created.

> Move the cursor with the LMK pressed between the notes that you want to split.

> To change one note:

Activate the note (dotted square) and press the space bar.

> To change a group of notes:

Select the group (notes turn blue), press the RMK, choose "Move to part" and click on the desired part.

> To change the entire part:

Press the  "Parts" button in the "View Toolbar", click on the relevant part in the "Parts Overview" (line now turns blue), choose "Edit" and change the stem direction in the "Staff assignment" box. Then press "OK" twice.

If the notes are already divided, and also if there are more than two parts, then it is better not to use this function. To occasionally move notes or groups of notes to another part, you can select these notes; then click on the RMK and choose "Move to part".

2.2.5 Edit Stems and beams

 The Beams are placed automatically by KS. You can make certain changes to this, but notice that once you have deleted a beam, or changed an existing beam, an instruction is placed in the "Element List". To restore the old situation or change the situation this "beam" instruction should be removed. Select the "Edit Stems and beams" symbol. Activate with the cursor the stem whose beam you want to change and click on the RMB. In the Context menu click on the change that you want to make:

Disconnect stem

The beam that connects this stem is removed.

Stem shape

No function

Group once by

This makes it possible to make new beams

2.2.6 Floating Textblock

 For the title and other details on top of the first page of your piece of music, see chapter [2.1.4 "Menu Toolbar"→"Title and copyright"](#).

If you want to place extra text somewhere, such as registration indications, click on the "txt" button. Draw a rectangle with the arrow cursor at the place where you want the text to be, which is large enough to place your text. A small "Text formatting toolbar" window will now also appear, in which you can indicate the font, size, design and alignment. Then enter your text, possibly multiple lines.

If you place text somewhere in the music bar, the music bar is initially interrupted, the part below it moves. Below is indicated how you can change this. When you change the measure length, the textblock stays on its place on the page.

Then click on the arrow cursor button. The "Text formatting toolbar" window will disappear, but all text blocks will still be marked. You can now make the text blocks larger or smaller and possibly move them. Then click on the cursor button again.

If you want to place extra text within the "Title and copyright" block, you must first create the text block outside of it (in the music). Then you can move it to a place in the "Title and copyright" block.

You can still move all the text blocks afterwards by placing the cursor on them and moving them while holding down the left mouse button. You can also change the size of the text block afterwards by clicking on one of the black edgeblocks and moving the frame with the arrow cursor.

Delete text block

Click once on the text block, with the RMB (you will get the "Context menu") and choose "Delete".

Changing text and placement

Put the cursor on the text and click on the RMB, you will now get the "Context menu"

Edit: Edit text and alignment.

Wrapping mode: "*Wrap measures around text*" means: the bar is interrupted by the text block

"*Float over text*" means: text IN the music

"*Float over text with solid background*" means: IN the music with white background.

Stick to: "*Current page only*" means: text only on this page

"*Every other page*" means: text only on even or odd pages.

"*Every page*" means: text on every page, in the same place.

2.2.7 Text anchored to timestamp



For the title and other details on top of the first page of your piece of music, see chapter 2.1.4 "Menu Toolbar" → "Title and copyright".

If you place the anchored textblock somewhere in the music bar, that part of the notes will be covered. When you change the measure length, the textblock stays on its place in the bar.

For the other options, see [2.2.6 Floating Textblock](#).

2.2.8 Songtext (Lyrics)



With "Lyrics" the words or syllables are linked to specified notes.

Click on "Add lyrics" (F9).

You can enter the full text of the piece in the "Insert lyrics" box that appears. If each syllable of a word must be assigned to its own note, you can separate the syllables with a hyphen, such as here: hyp-hen. You can also copy the text to this box from a word processor. Now point with the cursor to the note where the first word or syllable must be placed and click on the LMB. You now see that the word is placed next to the bar at the designated note, and that it has disappeared from the box. Proceed in the same way to add the remaining words/syllables. Press the cursor to interrupt or end the procedure and the "Insert song" box will disappear. In the pull-down menu of the "Insert lyrics" block, you can choose the location of the text from a list of default score feature positionings.

If you want to move the words a little, for example because they have a different character, you can activate them with the cursor and move them with the "Shift" key pressed.

You will have to enter the lyrics of the following couplets elsewhere, only one singing text can be entered per part.

Change font

If you want to change the size and/or type of the lyrics: click on a word with the RMB and choose "Edit profile". In the "Customize KS: Profile" block, press the "Font" button. You can make the adjustment in the block that appears. This change applies to all the lyrics in the piece.

2.2.9 Add measure at the end of the file

Click on .

2.2.10 Grid - The minimum distance between notes

The notes cannot be placed on the beam at random places, but only on the "grid". This grid is an invisible vertical distribution of the staff that ensures that the notes are all neatly aligned. The step size, the distance between the grid lines, can be set with the buttons on the "Edit Toolbar" indicated on the left.



"1" Means that the shortest possible note is a quarter note.

"2" Means that two eighth notes can also be placed on the space of a quarter note.

"4" Means that four sixteenth notes can also be placed on the space of a quarter note.

"8" Means that in the space of a quarter note, eight thirty-second notes can be placed on the space of a quarter note..

"0" means that there is apparently no grid, and the notes can be placed anywhere.

See also chapter [3.1 GRID](#)

2.2.11 Triplets and other antimetric figures

Click on  "Note Edit" and then on  "Antimetric figures". Indicate in the selection menu with how many notes and over what duration, e.g. three counts to a quarter note. Now place the first note of the figure in the right place, the others come underneath, but perhaps not yet at the right pitch. Click again  to deactivate this function and click  . You can then move the notes to their correct position (pitch). If the first note of the antimetric figure is a continuation of the previous note, you can delete that first note in the usual way. The relevant part of the connection line remains.

Sometimes an antimetric figure with many notes does not draw the correct number of notes, but it does state the correct number. This has to do with the minimum number of "ticks" per note, see the description "Grid".

2.3 FILE TOOLBAR

This contains the file operations that you find in all Windows programs. That is why they are not dealt with here.

2.4 VIEW TOOLBAR

2.4.1 Parts button

With this you get the menu "Part Overview", in which you can see how the notes are distributed among the parts.

Most pieces of music are divided over a number of "Parts", for example, Piano music will often consist of two parts, the Left Hand and the Right Hand, but additional parts for solo instruments may also have been added. Music for organ with pedal will usually consist of three parts: RH, LH and Pedal.

Change part of notes

If, in your opinion, the assignment of the notes to the LH and RH parts is incorrect, you can change it as follows:

Select the notes that you want to assign to another part (with the Ctrl key pressed you can select several notes at the same time) and press the RMB. In the Context menu that you now get, choose "Move to part ->". You will see an overview of the other parts there, choose the desired part.

Listen

If you want to listen to the music you have entered, each part must have its own MIDI channel, starting with Channel 1. You can then connect an instrument from the list to that channel.

Play: press the green triangle in the "Record / Play" toolbar.

Remark:

The instruments in the MIDI system are numbered according to international agreements, the numbers of the instruments used here are indicated in the "Elements" list under "Type", "Program".

Unfortunately, not every manufacturer complies with international agreements, some start counting with 000, others with 001. The result is that eg. "String orchestra" or "Strings" sometimes gets the number 048 (in KS) and sometimes the number 049. Take this into account.

Add

This allows you to insert an additional voice. If you want this part to be displayed on a separate solo bar, then you must choose a template with solo bar.

2.4.2 Template button

A template is a variation of the klavar staff to suit the specific needs of a certain musical instrument. Make a choice and click on "OK". The template can usually be changed later while keeping all of the notes already inserted.

2.4.3 Elements button

This gives you the "Music Elements" menu, a list of data that together shape the music piece.

Measure tick

This column shows where the mentioned elements are.

Type

The kind of Element

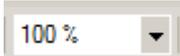
Part

Here you can see to which part the element belongs. You can get an overview with the button .

MIDI Channel

This is the MIDI channel on which this part is played. In the "Parts" menu you can link an instrument to this.

2.4.4 Zoom menu



In this menu you can set the desired magnification on your screen.

You can also change the zoom factor by holding down the Ctrl key and turning the scroll wheel on your mouse.

2.4.5 Full Page button



A zoom factor is set such that the entire page is displayed.

2.4.6 Page Width button



A zoom factor is set such that the available width of the KlavarScript screen is fully utilized.

2.5 PLAY and RECORDING TOOLBAR



You will find the usual Windows symbols for playing your music here.



Measure counter.



Start playback at the beat in the window.



Pause, after pressing again playback continues at the displayed measure.



Stop, the counter is reset to measure 1:1.



Counter to previous measure.

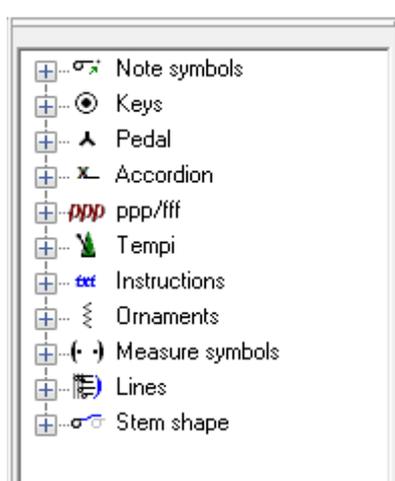


Counter to next measure.



Stop, the counter is reset to measure 1:0.

2.6 SYMBOLS WINDOW



To make a group of symbols visible in the "Toolbar Symbols", click on the "+" in front of that group with the LMB.

Place symbols

You cannot simply place most symbols anywhere, they must always be connected to a note or a counting line. You can then move the symbol by dragging it, with the "Shift" key and LMB pressed to any desired position.

Ctrl+C/Ctrl+V Cut/Copy

Be careful when using these functions, as this sometimes causes continuation dots to disappear.

2.6.1 Note symbols (accents)

If you want to place a symbol near a note, move the cursor to the name of that symbol that is then underlined. Then drag this with pressed LMB to the stem of the relevant note until a dotted bar comes around it, then release the LMB.

If you want to provide many notes with the same symbol, you can do this as follows: with LMB pressed, select the group of notes (now turn blue) and then place the relevant symbol on one of the notes. The symbol then also appears with all other selected notes.

Fingering notes

You can bring a fingering from the list to the note, but it can also be done more simply: Activate the note and press a number.

For more about the Fingering see chapter [3.3.10 Fingering](#)

2.6.2 Key symbol

It is best to place this symbol at the beginning of the piece of music. Also see: W.J. Kaasjager, uitgave Klavarskribo Slikkerveer, Cat. nr. 24269". (Dutch language)

2.6.3 Pedal

Instructions about how to use the pedals, for Piano and Organ

2.6.4 Accordion

The symbols used for accordion music.

2.6.5 Dynamic signs (ppp/fff)

You can change the text of the letter designations by selecting "Properties" from the Context menu.

Place and edit Crescendo and Diminuendo signs

These signs are always automatically placed outside the bar, but when placing you must place the cursor *inside* the bar; a horizontal dotted line will appear in the bar that indicates the top of the character. The length of the sign is always one measure, but you can change that.

Lengthen or shorten Crescendo and Diminuendo signs

Click with the LMB on the sign until *two blue blocks* appear, above and below. Click with the RMB on "Properties" and adjust the length. Click "OK".

Move Crescendo and Diminuendo characters

Click on the sign until a *dotted square* appears around it. Now move the cursor with the LMB and Shift key pressed. The development of KlavarScript is not yet fully completed; the diminuendo sign can suddenly turn into a crescendo sign when moving. Click on the sign until a *dotted square* appears around it, press the RMB and choose "Properties". At "Shape" you can set the correct character again.

Alternative:

Click on the character until a dotted square appears around it. Now move the cursor with pressed LMB and Shift key.

2.6.6 Tempo instructions

You can change the text of these instructions by selecting "Properties" in the Context menu.

2.6.7 TXT instructions

There is only a limited number of text instructions available in this menu, but you can change a text once it has been placed. Place any text at the desired location, click on it with the RMB (Context menu) and choose "Properties". You can change the text in the block that appears, then click on "OK".

Delete text or symbols:

- Activate the text or the symbol and click on the RMB.
- In the menu that appears, select "Delete".
- Or press the "Delete" key.

2.6.8 Ornaments

Trills

Extend, shorten or move trills

The same rules apply here as for the Crescendo and Diminuendo signs.

Always connect the trills to a note (dotted square around the note). The trill always has the length of one measure initially, but you can change that.

Grace notes

You can get a grace note from the "Trill" menu. Then a slur is also placed.

It is also possible to place one or more "loose" grace notes near a note.

See for this chapter [3.3.5 Grace notes](#).

Ornaments (choose from list)

Here you can add articulations to the music with the same symbols that are also used in the SMN.

Which ornaments should be placed, and where is beyond the scope of this manual. For this you can consult various sources, including:

- Manual for transcribing music from traditional notation to Klavarskribo, W.J. Kaasjager, Klavarskribo Slikkerveer edition, Cat. no. 24269.
- KlavarScore website; see also the bibliography at the end of this manual.

How to place the symbols:

> Go to the "Ornaments" menu, place the cursor on the bottom one: "Ornament (select from list)" and drag this with the LMB pressed to the place where you want the ornament. As soon as you are above a music staff, the cursor changes into the familiar square block.

> Release the LMK, you will now get the "Change KS:Symbol" window. The "Symbol" window now contains the word "Mordent", with an example of that sign below it.

> In the "Pull-down" menu behind the word "Symbols" you can now select the desired symbol and then click OK.

You can also place a flat, sharp or natural sign, because these are sometimes with the ornament symbols in the SMN. You can also place them next to or above the ornament.

You can change the ornament afterwards by placing the cursor on them and, press RMK and choose "Properties".

The symbol is probably not in the correct place yet, you can move it in the usual way.

A file (A4) with examples of ornaments, and how they could be played, can be downloaded.

Scan the QR code next to it, or if this manual is on your computer: [CLICK HERE](#).



2.6.9 Measure Symbols

These are equal to those used in the traditional notation. You can move the symbols if this improves readability.

2.6.10 Position lines (normal and dotted lines)

Get the line from the "Lines" menu and bring it to the desired location. The line is now selected (blue squares at the ends). You can change the length and location by placing the cursor on each of the blue blocks and bringing the correct position with the Shift key pressed.

Place and edit

Get the slur from the "Lines" menu and place it on the *stem* of the top note.

Edit slurs

Click on a place within the slur until three blue blocks appear, at the top, center and bottom of the slur. You can now change the size and shape by moving the blocks with the Shift key pressed and the LMB pressed simultaneously. By replacing the centre block you can change the shape of the slur.

Place additional counting (or "beat") lines

Open the "Lines" menu in the "Symbols Window". Take one of the beat lines (small, medium or wide) and place the dotted square that comes with it on the desired place.

When you place an additional line where already was an automatic beat line, that automatic beat line will disappear.

Delete automatic counting lines

Some counting lines protrude so far beyond the beam that it is better to remove them from there.

Open the "Lines" menu in the "Symbols Window". Take the "Remove automatic beat line" command and place the dotted square that comes with it on the counting line.

2.6.11 Stem Shape

Bended stem

These can be used to pass the stem over or under a note of the other hand.

Short stem

You can use the short stem to make more room for other notes. To make the stem even shorter or just longer: activate the stem and press the RMB > select "Properties".

To undo your changes: select the stem (becomes blue) and press the "Delete" key.

Arpeggio

Arpeggio means that a number of notes on the same bar line are not played together, but shortly after each other, the lowest OR the highest first. In Klavarscore the notes have a skew stem. Go in the "Symbols Window" to "Stem shape" and select the desired form.

To undo your changes: select the stem (becomes blue) and press the "Delete" key.

3 EXPLANATORY STATEMENTS AND OTHER SUBJECTS

3.1 GRID - The minimum distance between notes

For a number of operations it is necessary that you know the meaning of the terms "Grid" and "Number of ticks per quarter note". This is explained here.

The notes cannot be placed on the bar at random places, but only on the "grid". This grid is an invisible vertical distribution of the staff that ensures that the notes are all neatly aligned. The step size, the distance between the grid lines, can be set with the buttons on the "Edit Toolbar".



"1" Means that the shortest possible note is a quarter note.

"2" Means that two eighth notes can also be placed on the space of a quarter note.

"4" Means that four sixteenth notes can also be placed on the space of a quarter note.

"8" Means that in the space of a quarter note, eight thirty-second notes can also be placed.

"0" Means that there is apparently no grid, the notes can be placed anywhere.

"0" Means that there is apparently no grid, the notes can be placed anywhere.

Seemingly everywhere, but in reality there is always a grid. However, it is so fine that it is barely noticeable.

When you point to a note with the cursor, you will see the details of that note at the bottom left of the screen, including the number of "Ticks".

The results of some popular scanning programs:

SharpEye takes the value of the shortest note in the music piece, if this is less than 120 then KlavarScript will make it 480.

PhotoScore Ultimate same as SharpEye.

SmartScore takes a larger number, if there are no triplets in the piece it becomes for example 20 or 40. As indicated above, KlavarScript makes that 480.

CapellaScan takes the value of 480 or 384, depending on the notes in the source file.

3.2 WINDOWS

Multiple windows open at the same time

When you have loaded a piece of music, click on the small box in the top right corner. Make this window smaller and open the next piece of music, also make it to the desired format. You can open a number of pieces and place them next to each other. If you want to edit a piece of music then you must first select it by clicking on the top bar, it will then turn blue, the others will be gray.

3.3 NOTES

3.3.1 Triplets and other antimetric figures

If you use an .musicxml source file in which the antimetric figures are already present, they are usually correctly displayed in KS. If you use a midi file, then the notes are often in the right place but are not indicated as an antimetric figure with a number (3 for a triplet). Also, the beam is usually not placed correctly over all notes. You can correct this as follows:

Take in mind where the notes of the antimetric figure should be or print the page.

Remove the notes of the antimetric figure.

Click on  "Note Edit" and then on  "Antimetric figures". Indicate in the selection menu the amount of notes and over what duration, e.g. a triplet (3 notes) on 1 beat. Now place the first note of the figure in the right place, the others come underneath, but perhaps not yet at the right place. Click again  to deactivate this function and then use the cursor  to move the notes to their correct position (pitch).

If the first note of the antimetric figure is a continuation of the previous note, you can delete that first note in the usual way. The relevant part of the beam will remain.

Sometimes it happens that in an antimetric figure with many notes the correct number of notes is not drawn, but it does state the correct number. This has to do with the minimum number of "ticks" per note, see the description "Grid".

3.3.2 Continuation dots with triplets

Sometimes when placing a (new) triplet, the continuation dots of a longer note also disappear and it is not possible to place new ones there. The note is now "shortened" and must get the correct length again. Activate the note and press the RMB. Then choose "Properties" with the LMB. In the "Change note" dialogue box that appears you can change the length of the note in "Duration:" Enter the desired number of ticks. If you do not know the correct number of ticks you can look it up by clicking on any note of the correct length and observing the number of ticks it has. For an explanation of the number of ticks, see also chapter [3.1 Grid](#).

3.3.3 Continuation dot after each measure line

When a note lasts longer than the measure where it started, an extra continuation dot is placed after each measure line. If you want to remove these:

- Click on "Edit Music Elements" .
- Select "Insert" (at the bottom of the Element List)
- In the pop-up menu "Type" select "KS:Option"
- In the upper field "Value" change "0" to "3"
- Click "OK", then "Close".

This function is not included in the music file, but is stored within KlavarScript itself, so the change will apply to all files you edit afterwards.

3.3.4 Change note length

Activate the note and press the RMB. Then choose "Properties" with the LMB. In the block "Adjusting note" that now appears you can change the length of the note in "Duration:" Enter the desired number of ticks, if you do not know the correct number of ticks, you can look it up by clicking on any note of the correct length and observing the number of ticks it has. For an explanation of the number of ticks, see chapter [3.1 Grid](#).

Alternative:

Position the cursor on the note until a square dotted block appears around the note and press LMB. While keeping the LMB pressed move the cursor downwards until the right length of the note and release the LMB.

3.3.5 Grace notes (additional)

In addition to the grace notes mentioned in Chapter 2.6.8, you can use two other types of grace notes:

1 - *Grace notes that count on the timeline*, those are assigned a certain number of ticks. These can only be placed ON the grid.

To make these grace notes, place a regular note, place the cursor on this note and click on the RMB, then on "Properties". In the "Change Note" menu, select "Shape" and "Grace note (small without stem)". These notes can also be heard during playback.

2 - *Grace notes that do NOT count on the timeline*, those are NOT assigned a certain number of ticks. These too are placed on the set grid, but can also be placed out of the grid. These notes are NOT audible during playback.

Click on  "Note Edit" and move the cursor to the place where the grace note should be. Click on the RMB and choose "Insert Symbol". Click at the "Major symbol" on the arrow and choose "Klavar grace note", then OK. You can copy these pre-positioned notes in the usual way with Ctrl + C and Ctrl + V. You can now change a black headed note to a white one or vice-versa by moving the note to a corresponding position on the bar. If you move such an note with the Shift key pressed, you can place it anywhere, but the note does not change from white to black or vice-versa.

3.3.6 Glissando

A glissando means that you go with one finger over all the white notes or black notes. The first note and the last note of the glissando are connected by a line. For a glissando you can use the "Normal line" in the "Lines" symbol menu. Select the end points and place them in the correct position with the Shift key pressed.

3.3.7 Fingering

Take the cursor, activate or select the note, and type the number of the finger.

Change fingering

Activate the note and enter the new digit 1-5.

Fingering with change of finger

Activate the number, press the RMB, select "Properties" in the context menu and change the text. (thump is always No.1) Click OK.

Move fingering

Activate the number and press the space bar.

Or: You can also move the digit with the Shift key pressed and the LMB pressed.

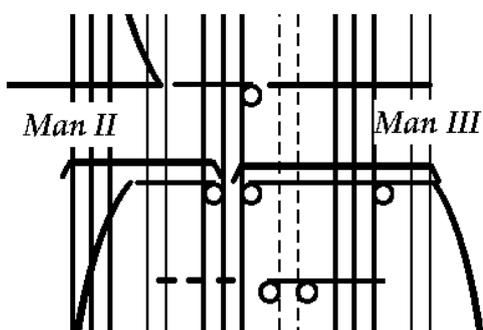
3.3.8 Chord symbols

Place the cursor on the note where the chord symbol should be and press the first letter of that symbol.

A field "Insert chord" will now appear with the first letter already filled in. Complete the symbol here and press "OK" or the "Enter" key. Use a "#" for a sharp and a "b" for a flat.

If part of the chord symbol is over the staff and crosses the lines, you can create a blank space around the symbol by placing the cursor on the chord symbol and selecting the context menu with the RMK. Then select "Edit profile" with the LMK and remove the check mark for the "Border" button.

3.3.9 Grouping lines



With Grouping lines (keyboard hooks), organists can clearly indicate for which keyboard a part of the notes is intended.

Create a text block "text block connected to music (Ctrl+F8)" at the relevant location, with the correct width.

Select the block and click on the RMK; choose "Properties".

You can still adjust the "Width", choose 1 mm for the height.

In the "Shape" box, select "Grouping line" or another option of your choice.

> OK

3.4 PARTS

3.4.1 Shifting Part due to space on the staff

It sometimes happens that the part for the left hand and the part for the right hand intersect. Then it is no longer clear to the player what belongs to what. In such a case, you can position the LH score one octave lower, and place the comment "Left Hand 8va" at the beginning of the music.

Note: the following changes the notation, but for playback and in MIDI the notes remain in the same pitch.

Select the box . Check the box for the part that you want to move and click on that part to select it. This line now turns blue. Select "Modify" and enter the distance to be moved under MIDI / Key Offset. If you want to list the part one octave lower, enter -12. Click on "Close" and in "Part Overview " again on OK.

3.4.2 Change playback instrument

Select the box . Under "Ins", double-click the instrument of the relevant part. Select the correct instrument under "MIDI instrument".

3.4.3 Moving the pedal part Organ music

Sometimes the pedal part in the SMN is listed on the same bar as the LH part. You could use a separate pedal bar.

- 1 - Press the button  and choose a template for organ with pedal.
- 2 - You will then be asked "Do you also want to copy the part names and part settings from this template?"
Select "Yes".
- 3 - Press the  "Part Overview" button, choose Add
You now get the menu "Modify part parameters" and enter in it:
Part name: "Pedal"
Bar assignment: "Pedal"
Stem direction "Left"
MIDI instrument: Choose an instrument yourself
Key Offset 0
Channel 1

Click "Close" and then "OK".

Now select the notes that you want to move to the pedal bar (with the Ctrl key pressed you can select multiple notes at the same time) and press the RMB. In the Context menu choose "Move to part -> Pedal".

3.4.4 Part numbers in Hauptwerk

If you want to play the KlavarScript (MIDI) file on a Hauptwerk organ you must use the following part numbers (MIDI channel numbers):

Pedal:	1
Lower keyboard:	2
Second keyboard	3
Third keyboard	4

3.5 MEASURES

3.5.1 Upbeat (Anacrusis)

Sometimes a whole measure is used for the upbeat, when it is better to represent only one or two beats.

To remove the excess first part of the measure:

- Klick on  and select the top part of the first measure, the part you want to delete.
- Click on the RMB and choose "Delete".
- You will then get a window asking if you want to make an upbeat here: choose "Yes".
- If you want the measure numbering to start at number "0" for the upbeat, you can indicate this in the menu "Layout" → "Measure numbers".

3.5.2 Increase or decrease measure dimensions

The default size is 7.5 mm per quarter note.

Click in the Menu bar on "Layout" > "Measure distribution".

You get here the menu "Change KS: Measure setup", in which you can set the minimal size of one beat (is 1/4 note). But note: this only applies if the box "Do not stretch measures" is checked. If one of the other boxes is checked then the result becomes uncertain.

If the box "Do not stretch measures" is checked then you can also increase or decrease individual measures or groups of measures, but be careful because this can lead to incorrect interpretation of the tempo by the player in Klavarscore.

To do this, click on  "Select measures", indicate the upper limit by pressing the LMB and go to the lower limit. The selected sizes now light blue. Hold the cursor in the light blue part and click on the RMB. Click on "Size". Choose the size you want per quarter note.

If you have adjusted measures in such a way, the "Stretch to create a full bar or page" function no longer works.

3.5.3 Remove measures

Click on  "Select measure", indicate the upper limit by pressing the LMB and go to the lower limit. The selected measures now turn light blue. Hold the cursor in the light blue part and click on the RMB. Click on "Delete".

3.5.4 Insert measures

Click on  "Select measures" and select the entire measure above which you want to insert a new measure, this measure will now turn light blue. Press the "Insert" button or choose "Insert" from the Context Menu.

3.5.5 Staff break

Sometimes it is desirable that the break to the next page takes place at an earlier measure.

Click on the + in the square box before the title "Measurement symbols", then on the " **B Staff** break" at the bottom of the list. Move the cursor to the **B** and drag it with the left mouse button pressed to the desired location. If you do not like the result, you can undo it again with the cursor on the B next to the bar, pressing the right mouse button and choosing "Delete".

The same rules apply to the other symbols in the symbol menu. You can also remove all symbols again by placing the cursor on them and choosing "Delete" with the right mouse button.

3.6 TEXT

3.6.1 Title block

The Title block is the part at the top of the first page where the name of the piece of music and the other information are. Click on "Layout" and then choose "Title and Copyright".

In the "Document Properties" window you can enter the necessary data, then click on "Insert in document". This data is now placed on the upper part of the first page.

If you think that the title block takes up too much space, you can make it smaller. You can move the texts with the cursor and hold the LMB: move the texts up a little so that space remains at the bottom of the title block.

Now click on the  "Add a floating textblock" button in the "Edit Toolbar". The borders of the title bar now become visible, small black square blocks appear on the corner points and in the middle of the four sides. Move the cursor exactly on the square in the middle of the bottom edge, so that the cursor changes to a two-point arrow. Now you can move the bottom edge up or down. Then click on the cursor button in the "Edit Toolbar".

3.6.2 Place additional text in Title block

You may want to place extra text in the title block, such as tempo, voice registrations for organs and other indications. To do this, click on the button "txt", "Add a floating text block" in the "Toolbar Edit". The borders of the title bar now become visible, small black square blocks appear on the corner points and in the middle of the four sides, but you don't do anything with that now!

Draw with the cursor somewhere under the title bar, possibly in one of the staves, a rectangle large enough to place your text. Don't be shocked, the staff is pushed downwards, but that will be fine later!

A "Rich Editing" window will also appear in which you can specify the font, font size, and alignment. Enter your text, possibly several lines.

Then click on the cursor button in the "Toolbar editing". The "Rich editing" window disappears, but all text blocks are still highlighted. You can now make the text blocks larger or smaller as required, and possibly move your new extra text block to a location in the "Title and copyright" block. The pushed down stave comes back in its place. Then click the cursor button again.

You can still move all text blocks afterwards by placing the cursor on them and moving them with the left mouse button pressed.

3.6.3 Delete a text block

Right click on it once and then choose "Delete".

3.7 THE MAKING OF SCROLLING KLAVARSCORE FILES

To create Scrolling KlavarScore files it is necessary that you have some experience with working with KlavarScript. It is also better to try using Scrolling files in the MobileSheets app first with existing Scrolling files that you can download from this KlavarScore website. A user manual for this can be found on the website www.klavarscore.org

A Scrolling KlavarScore file is a "normal" PDF file that can be created in KlavarScript with a PDF writer such as "Cute PDF writer" or "Paperless printer". Most PDF writers offer the option to choose the page format. But almost all formats have a fixed length-width ratio, except for the PostScript Format. In that format, the length and width can be chosen independently of each other up to 5080 mm (!). Unfortunately, "Microsoft Print to PDF" does not have this option.

To create a scrolling file, you can use a normal KlavarScript xxx.mid A4 or A5 file as a starting point.

You can download a suitable example file for practice with this link: [KLIK HIER](#).

This is a file that you can open directly in KlavarScript: Home-Sweet-Home_S.mid.

The last part of the file name is _S.mid. This has no other meaning than that of a memory aid for the user. The "S" indicates that it is a file suitable for printing on A4 format. The same name can be used for scrolling files, but with _L.mid at the end.

Above it was indicated that you can use a "PDF-Writer". If you indicate in the "Printer settings" that you want to use this writer, you will get the same settings (dimensions etc.) in the KlavarScript worksheet as are set for the writer.

1 - Open the sample file in KlavarScript, if you choose a file yourself then all possible repetitions should be written out in full.

2 - Select "File" > "Save As".

Now use the same name as the original file, but add _L at the end instead of _S. It would then become: Home-Sweet-Home_example_L.mid. This prevents the original file from being accidentally overwritten.

3 - Remove all staff breaks.

4 - Select "Layout" > "Page Numbers and Margins".

In the "Page Setup" field, select the following and choose for "Margins for staves":

Left: 1.2 cm
Top: 2 mm
Right: 8 mm
Bottom: 0 mm

In "Margins for text", leave everything unchanged.

In "Page Numbering", leave "Position" set to "Off".

Click "OK".

5 - Select "Layout" > "Measure Numbers".

In the "Measure numbers" field, select the following:

> "Align": "Left".

> "First measure": if the piece of music starts with a full bar, select "1". If the piece of music starts with upbeat select "0".

> "Quantity": Every 3 measures. Then a bar number will always be visible on your phone.

Click "OK".

6 - Select "Layout" > "Measure distribution".

In the "Change KS:MeasureSetup" select: "Do not stretch measures"

Choose the size as small as possible, but make sure the music remains readable. If the measures are too large, the scrolling speed must also be increased, then the image in MobileSheets could become jerky. But **do not stretch** the bar!

For the example file, you can fill in 6 mm.

Click "OK".

7 - Select "File" > "Print Setup".

It is possible that the setting menus in your PDF printer appear in a different way. The following section may therefore differ from what is shown here as an example, it depends on the properties of your PDF writer.

In the "Printer" field behind "Name:", select your PDF writer.

Select "Properties".

In the "Properties of Document on your PDF writer" field, select "Layout" and then "Advanced".

Click on "OK".

In the "Advanced settings for your PDF writer" field, click in the input field behind "Paper size".

Select here: "Size of custom page (PostScript)".

Now you have to specify what the dimensions of the Scrolling KlavarScore file should be. If you use the example file, select the width 60 mm here. For the width of piano music, 60 mm is usually a good value, for organ with pedal 65 mm. This can be changed later.

For the "Height" you need to estimate the total length of all the bars in your piece. What you enter here should not be greater than 1000 mm. If the total length of the piece of music is greater than the length specified here, you will get multiple "pages".

Try to fill all pages as equally as possible.

For the example file you can enter 700 mm.

Once you have entered the Width and Height, place the mouse cursor on "OK" and click the left mouse button. In the same way, click the cursor on "OK" twice more.

You will now see a narrow, long page.

With most software you can also press the "Enter" key on the keyboard in such a situation: this does NOT work here.

In the example file a "Floating textblock (F8) has been used for the "heading" of the sheet of music. The advantage of this is that you can change the dimensions as desired, while the text is preserved.

You can make the dimensions of this header so that the width fits exactly, make the height about one and a half times the width; here 64x96 mm. You can remove the empty block that was used to keep the measures neatly at the same height in the original file.

If it turns out that there is too much white space at the bottom of the page, you can reduce the page length.

8 - Select "File" > "Save as"

You can now add two numbers to the file name: the width and the length.

It will then become for example: Filename_L60.700.mid.

This way you don't have to search for the dimensions again every time you want to adjust the file, and you can see from the name that it is the Scrolling version.

9 - To create the scrolling PDF: Choose "File" > "Print".

10 - You will see that when using multiple pages, there is often a blank space at the bottom of each page. If the piece of music consists of one page, you can easily remove it by shortening the page a bit. However, if the piece consists of multiple pages where a blank space remains at the transition between pages, you should stop playing for a moment.

When using multiple pages, definitely do NOT select "Stretch bars to make a full bar"; you could then get different staff lengths within the piece of music, which will affect the playing speed!

You can remove these blank spaces in the MobileSheets App on your phone, see chapter 3.8 below. And if you don't succeed, feel free to ask: (EMAIL:info@klavarscore.org).

3.8 Remove white areas at the bottom of Scrolling pages in MobileSheets

If your scrolling file consists of multiple pages, it can happen that a white area remains at the bottom of the pages. This is annoying when playing, but in MobileSheets you can remove this white area.

1 - Open MobileSheets and choose "IMPORT", select your storage location and load the piece; the piece of music is now at the top of the "Recent" list. Tap a little longer than normal on the top title, in the list of titles a block will now appear for each title, the block for the top title is already checked.

2 - Select "EDIT" at the top of the screen, you will now get a list of input fields, select "Files".

3 - Select "Files" (at the top). You will now see a white field with a miniature view of the first page of your file in the middle. Tap on the figure (two crossed brackets) at the bottom right of the white field. You will now see a larger view of the first page, surrounded by a rectangle and white circles with which you can make the image smaller. Slide the circle in the middle bottom up with your finger until it almost reaches the bottom boundary of the Klavar bar. Do not change the width of the bar.

4 - Select "Next page" and do the same with all pages. Then tap the V sign at the top, and then "V OK" again and you will return to the main menu.

Check that you have not cut off too much of the bar; if so, go back to "EDIT" > "Files", select "RESET CROPPING" and try again.

5 - In MobileSheets you need to set the total scrolling speed. You should determine this yourself based on the desired playing tempo and the length of the piece. Do not start too fast, you can always adjust this later.

3.9 LITERATURE

Explanation of placing grace notes:

- KlavarScore website <https://www.klavarscore.org/en/fbkpc80> or scan the QR code:
- Manual for transcribing music from traditional notation to Klavarskribo, W.J. Kaasjager, Klavarskribo Slikkerveer edition, Cat. no. 24269. (Dutch language)

