THE GOSPEL FOLK

**PRACTISING AT HOME
(FOR PC USERS)**

Using MuseScore 3

1

FIRST THINGS FIRST

If you've got MuseScore on your computer already, check that you have the latest version.

1. Open MuseScore
2. Click "Help" in the main menu bar
3. In the dropdown box, click "Check for Update", then follow the prompts.

2

FIRST THINGS FIRST

If you need to download an update, the app will take you through the process. Note that when you get to the box labelled "Installing MuseScore", you will need to close MuseScore (*NOT* the "Installing MuseScore" box) before the installation will proceed.
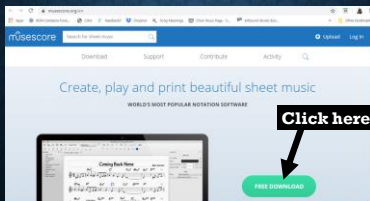
Otherwise, just go straight to next section.

3

DOWNLOAD THE MUSESCORE 3 APP

Go to www.musescore.org/en

4

THEN YOU WILL SEE THIS SCREEN

5
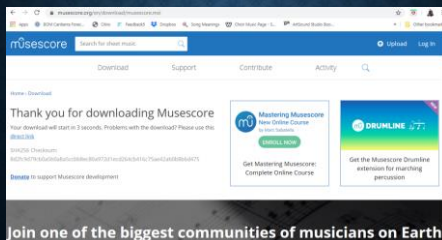
INSTALL THE MUSESCORE 3 APP

Depending on your computer, the installation may begin automatically, or …
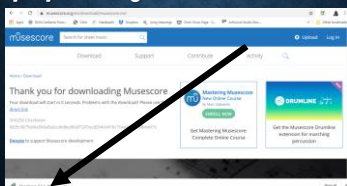
6

INSTALL THE APP (CONT)

… or you may have to start the installation manually by clicking down in the bottom left

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COMPLETE THE INSTALLATION

Follow the on-screen instructions.

- Click in the box next to "I accept the terms in the License Agreement". That puts a tick in it. Then click "Next"
- In the box labelled "Destination Folder", click "Next"
- In the box labelled "Ready to install MuseScore 3", click "Install"

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COMPLETE THE INSTALLATION

Following the on-screen instructions.

- Then you'll see a box labelled "Installing MuseScore 3". During this process, you may see a screen that asks "Do you want to allow this app to make changes to your device". Click "Yes".
- Then you'll see a box labelled "Completed the MuseScore 3 Setup Wizard". If the little box next to "Launch MuseScore 3" is NOT ticked, then click in the box to tick it, and then click on "Finish".

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COMPLETE THE INSTALLATION

Following the on-screen instructions.

- You may see a box labelled "Help us improve MuseScore". Read the contents and then click on one of the boxes, either "Yes, send anonymous reports" or "Don't Send". Your choice!

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COMPLETE THE INSTALLATION

Following the on-screen instructions.

- Then you'll see a box labelled "Welcome to MuseScore!". Click "Next".
- Then another box labelled "Language". It probably will show "System (en_AU)", otherwise use the dropdown arrow at the end of the long box and find and click on "System (en_AU)". Then click "Next".

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COMPLETE THE INSTALLATION

Following the on-screen instructions.

- Then another (similar) box labelled "Keyboard layout". It may show "US-QWERTY". If not, again click on the dropdown arrow and choose "US-QWERTY". Then click "Next".
- Then you'll see yet another box, Labelled "Tours". You probably don't need to go on the tour just yet, so click on the circle next to "No". Then click "Next". (You can do the tour later if you wish.)

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TO COMPLETE THE INSTALLATION

Following the on-screen instructions.
• Then a final box labelled "Thank you!". Click on "Finish".
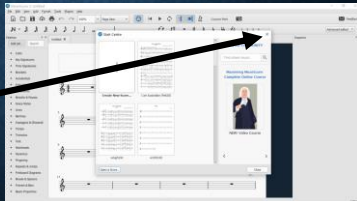• Wait momentarily and the MuseScore 3 app will open on your computer.

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THE OPENING MUSESCORE 3 SCREEN

Looks like this …
You can get rid of the
overlay window by
clicking here.
(You won't need it unless
you going to write music.)

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THEN YOU MAY BE INVITED ON THE TOUR!

• It would be helpful to do the tour. They'll tell you about a lot more than you need to know, but there might be some useful gems!
• If you don't want to do the tour, just untick the box next to "Continue tour", and then click "Cancel".

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THEN YOU'RE READY TO PRACTISE!
BUT FIRST …

- Don't overdo it – 30 minutes to one hour per day is enough.
- One or maybe two songs per session is enough.
- Just learn the notes and the words.
- The object of the exercise is to save having to learn notes and parts at rehearsal.
- Rehearsal is for turning the notes and words into "music".

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THEN YOU'RE READY TO PRACTISE!

- Go to The Gospel Folk webpage (www.gospelfolk.com.au)
- Click on "Member login"
- Type the word "Member" in the Username box, type the password in the Password box, and then click on "Log in"
- Go to the contents column on the right-hand side of the page and have a bit an explore around what's there.

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SETTING UP YOUR PRACTICE SESSION

- Find the song you want to practise, eg, *A Place in the Choir.*
- Click on "SATB". The song will download into your "Downloads" folder.
- You might also see the name at the bottom left corner of your screen. If you do, click on it and it will open automatically in your MuseScore app, even if you haven't opened the app first.

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SETTING UP YOUR PRACTICE SESSION

- Otherwise go to your Downloads folder and click on the name of the song there. It will open automatically in MuseScore 3.
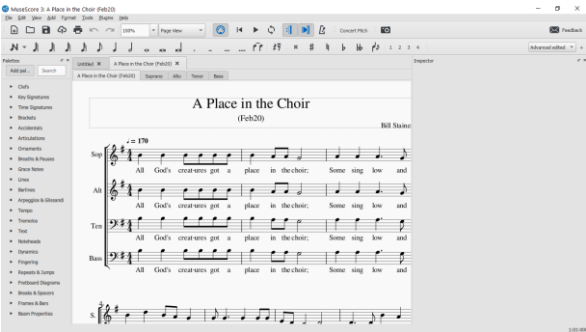- Your computer screen will look like this …

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SET UP YOUR CONTROLS

- Click on "View" in the main menu bar at the top. A dropdown box will appear.
- If the box next to the label "Palettes" is ticked, click on it to un-tick it.
- Click on "View" again.
- If the box next to the label "Inspector" is ticked, click on it to un-tick it.
- Once again, click on "View".
- Click on the box next to the label "Play Panel" so it is ticked.
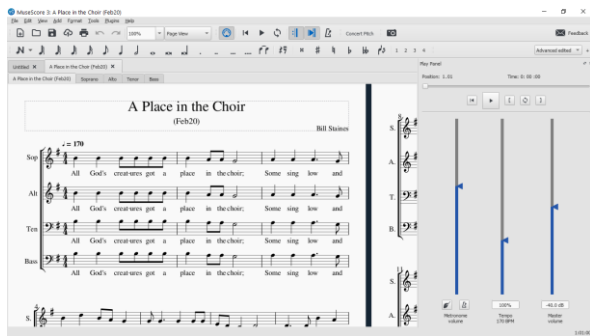- Now your screen looks like this. (The Play Panel is to the right)
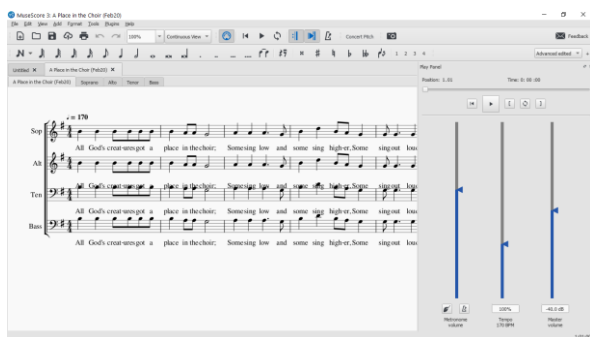
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CONTINUING TO SET UP YOUR CONTROLS

• Next, look at the top of your screen, in the bar beneath the main menu bar, and click on the large-ish box labelled "Page view".

• Then click on "Continuous view". This puts the music onto one line, rather than having to navigate pages of music.

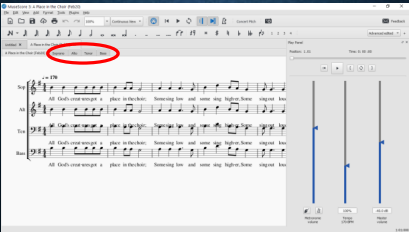• Now Your screen now looks like this (still with the Play Planel to the right) …

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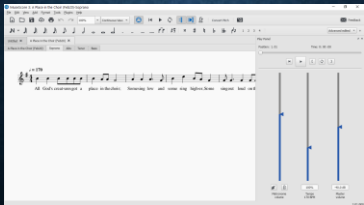
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FEATURES OF THE PLAY PANEL

• Sometimes in your practice session, you might want to slow the tempo a bit, or change the volume:
   • In the Play Panel, there are three slider columns:
      • one for metronome volume (just leave it where it is);
      • another for tempo; and
      • another for master volume.
   • You can point your mouse to the slider you want to change, hold the left mouse button down and use the mouse to move the slider up or down to where you want it and then let go of the button.
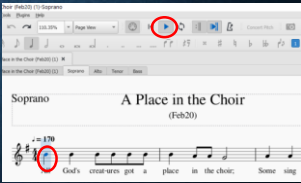
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NOW GET PRACTISING!

- Click on the first note so it turns a light blue colour.
- Then press the space bar.
- The song will begin to play and you can sing along. The note being played is shaded blue.
- Press the space bar to stop at any time, and press it again to continue.

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SOME TIPS

- To start playback from somewhere else, click on the note where you want the play to begin. The note will turn light blue and then you press the space bar to begin playback.
- When you're in "Continuous View" mode, and you want to go quickly to the beginning or end of the song, press [ctrl] [home] to go to the start. Press [ctrl] [end] to go to the end.
- When you're in "Page View", press [home] to go to the beginning. To go the end, press [end].

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SOME TIPS

- To move to somewhere else in the song, point the mouse to some white space on the page, press and hold the left mouse button, and move the mouse so that the score moves. You might need to use that process multiple times until you get to where you want to be.
- Alternatively, you can click on a note to highlight it and then use the left and right arrow keys. Every time you press an arrow key it will play the note and advance to the next one. Quicker but clunkier is to use the [pg up] or [pg dn] keys.

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SOME TIPS

- If you inadvertently change anything in the song, the simplest thing to do is just to close it down. Click on the X button at the very top right of the MuseScore app. Then a save box will appear. Click on the "discard changes" box. Then you can open it up again either from the Gospel Folk website or your Downloads folder.
- When you finish your practice, just close down the app (as per above) but don't save the song – when you want to practise it again, just download it again from the website, or open it from your Downloads folder.

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SOME TIPS

- Your practise is only to learn the notes and the words. We will turn the notes and words into music at rehearsal.
- Some expression markings such as pauses, rits, text-form crescendos and diminuendos won't work.
- Other expression markings such as p, mf, f, etc do work, so you will notice the sound become louder or softer.

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SOME TIPS

- If you see something like this in your score … … it just means the score has condensed some blank bars for your part (indicated by the number shown) into one bar. In play mode the app will count the empty bars and then resume playing the notes. It gives you a good chance to count to see if you can count evenly!

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PRACTISING A "LOOP"

If you want to practice just a single section of the song – playing it over and over while you learn it:

• First click on the note in the score where you want the loop to start.

• Then, at the top of the Play Panel you will find a left square bracket in a box. Click on it. It's the "Set loop in position" toggle button.

• Then click on the note where you want the loop to stop, and click on the box with a right square bracket. It's the "Set loop out position" toggle button.

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PRACTISING A "LOOP" (CONT.)

• Go back to the first note, highlight it by clicking on it, and then press the space bar to start. It will continue playing that section until you press the space bar again. You can stop and start part-way through the loop.

• To enable or disable the loop, click the "Loop Playback" toggle button between the square brackets.

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OK! SO YOU'VE LEARNED YOUR PART! WELL DONE! NOW YOU CAN PRACTISE WITH SOME OR ALL OF THE OTHER PARTS …

• Go back to the full version by clicking on the name of the song to left of the part tabs (above the score).

• Click on "View" in the main menu bar. A dropdown box will appear.

• Untick the box labelled "Play Panel".

• Click on "View" again.

• Tick the box next to the label "Mixer".

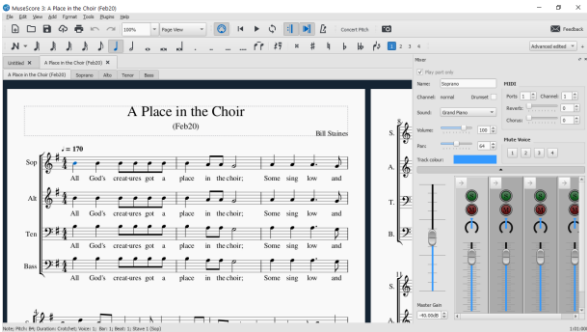• Your screen now looks like this (The mixer is to the right of the music.)

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SETTING THE CONTROLS

• See the row of green buttons? Just above that is a light grey/blue bar with an "up" arrow in it like this …▲… click on it and the top part of the panel will disappear (you don't need it).

• Then you can choose your part and any others you want to play by clicking on the green buttons. So, if your part is Soprano and you want to practise with it and the Alto part playing, click the green buttons for those two parts. The buttons will be highlighted.

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USING THE MIXER

• If you want all parts to play together, make sure the green and red buttons are all un-highlighted.

• You can make your part louder and the other part(s) softer by "dragging the sliders" like you did before.

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MORE ON THE MIXER

- You can add or subtract parts as you want during your practice session and alter the part volumes.
- If you want to change the tempo, go back to the "Play Panel". Click on view, untick "Mixer" and tick "Play Panel". Now you can alter the tempo.
- Then go back to the Mixer (the reverse of what you just did).

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IF ALL ELSE FAILS ...

- Ring or text Clinton (0438 087 122)
- Or email Clinton (clinton.n.white@gmail.com)

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AND THAT'S PRETTY MUCH IT!

Happy practising!

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