

# Score Layout and Printing

# CUBASE PRO 13



Steinberg Documentation Team: Cristina Bachmann, Martina Becker, Heiko Bischoff, Lillie Harris, Christina Kaboth, Dennis Martinez, Insa Mingers, Matthias Obrecht, Sabine Pfeifer

Translation: Ability InterBusiness Solutions (AIBS), Moon Chen, Jérémie Dal Santo, Rosa Freitag, GiEmme Solutions, Josep Llodra Grimalt, Vadim Kupriianov, Roland Münchow, Boris Rogowski, Sergey Tamarovsky

This document provides improved access for people who are blind or have low vision. Please note that due to the complexity and number of images in this document, it is not possible to include text descriptions of images.

The information in this document is subject to change without notice and does not represent a commitment on the part of Steinberg Media Technologies GmbH. The software described by this document is subject to a License Agreement and may not be copied to other media except as specifically allowed in the License Agreement.

No part of this publication may be copied, reproduced, or otherwise transmitted or recorded, for any purpose, without prior written permission by Steinberg Media Technologies GmbH. Registered licensees of the product described herein may print one copy of this document for their personal use.

All product and company names are ™ or ® trademarks of their respective owners. For more information, please visit [www.steinberg.net/trademarks](http://www.steinberg.net/trademarks).

© Steinberg Media Technologies GmbH, 2023.

All rights reserved.

Cubase Pro\_13.0.10\_en-US\_2023-11-02

# Table of Contents

<b>5</b>	<b>Score Editor</b>	<b>71</b>	<b>Score Settings Dialog</b>
7	Score Editor Toolbar	72	Score Settings – Project Tab
13	Score Display	87	Score Settings – Layout Tab
14	Page Mode	90	Score Settings – Staff Tab
14	Status Line	101	Score Settings – Text Tab
15	Info Line	<b>104</b>	<b>Polyphonic Voicing</b>
15	Extended Toolbar	104	Setting up Polyphonic Voices
16	Filters	106	Activating Voices and Entering Notes
17	Left Zone	108	Inserting Display Quantize Changes for Active Voices
19	Right Zone	108	Creating Crossed Voicings
20	Set up Inspector Sections Pane	109	Merging Polyphonic Voices
21	Ruler	110	Converting Voices to Tracks – Extract Voices
22	Position Info Window	<b>112</b>	<b>Additional Note and Rest Formatting</b>
23	Zooming in the Score Editor	112	Note Stems
<b>25</b>	<b>Score Editor Basics</b>	115	Set Note Info Dialog
25	MIDI Notes vs. Score Notes	117	Note Event Properties
26	Setting up a Display Quantize Note Value	121	Setting up Accidental Options
26	Preparing Scores	122	Changing the Enharmonic Spelling
27	Activating a Staff	122	Changing the Notehead Shape
28	Setting up the Page	123	Colorizing Noteheads
28	Clef, Key, and Time Signature Settings	123	Copying Settings Between Notes
39	Setting up Note Names	124	Beams
40	Transposing Instruments	130	Tied Notes
41	Printing from the Score Editor	131	Moving Notes Graphically
42	Exporting Entire Scores as Image Files	132	Moving Rests
<b>43</b>	<b>Transcribing MIDI Recordings</b>	132	Displaying Cue Notes for Voices
43	Preparing Recorded Parts	133	Converting Notes to Cue Notes
43	Display Quantize Exceptions	133	Creating Grace Notes
46	Resolving Parts That Contain Mixed Notes and Triplets	134	Editing Grace Notes
47	Converting MIDI Notes to Match the Score	134	Converting Grace Notes to Regular Notes
47	Adjusting Rests	135	Building Tuplets
48	Adjusting Note Lengths	135	Quantizing the Display to Show Tuplets
<b>49</b>	<b>Entering and Editing Notes</b>	136	Tuplets Dialog
49	Snap	<b>137</b>	<b>Working with Symbols</b>
50	Acoustic Feedback	137	Layers
50	Lock Layers	140	Symbol Details
51	Setting up the Staff	162	Inserting Note Symbols
52	Note Values and Positions	162	Inserting Note-Dependent Symbols
54	Note Input	163	Symbol Handles
56	Note Selection	163	Moving Notes and Symbols
58	Editing Note Positions	164	Copying Notes and Symbols between Bars
59	Editing Note Pitches	167	Resizing Symbols
60	Moving Notes across Staves	167	Resizing Note Symbols and Dynamics
61	Duplicating Notes	168	Aligning Symbols
61	Cut, Copy, and Paste	168	Aligning Dynamics
62	Note Editing Overlay	<b>169</b>	<b>Working with Chord Symbols</b>
63	Further Note Length Adjustment Methods	169	Inserting Chord Symbols
66	Splitting Notes	173	Creating Chord Symbols from a Recording
66	Deleting Notes	174	Displaying Chord Symbols from the Chord Track
66	Setting up a Split Staff	<b>175</b>	<b>Working with Text</b>
67	Multiple Staves	175	Text
68	Inserting Clefs, Keys, or Time Signatures	176	Lyrics
69	Troubleshooting for Note Display		

178	Block Text	238	<b>Playback</b>
179	Layout Text	238	Playing Back Repeats and Project Symbols
180	Page Text	238	Mapped Dynamics
182	Words	242	<b>Index</b>
184	Text Attribute Sets		
185	Context Menu Options		
185	Setting up the Text Font		
186	Setting up the Font for Other Elements		
187	Finding and Replacing Text		
188	Editing Staff Names		
192	Melisma Lines		
193	Setting up Bar Numbers		
<b>197</b>	<b>Working with Layouts</b>		
197	Extracting Musical Parts from Full Scores		
198	Open Layout Dialog		
199	Importing Symbols from Another Layout		
199	Removing Layouts		
200	Showing Markers in Layouts		
200	Exporting Layouts		
<b>201</b>	<b>Working with MusicXML</b>		
201	MusicXML vs. MIDI		
202	Imported/Exported Parameters		
<b>206</b>	<b>Additional Techniques for Designing Your Score</b>		
206	Auto Layout Dialog		
208	Reset Layout Dialog		
209	Adjusting the Staff Size		
209	Setting the Staff Size for All Staves		
210	Barline Dialog		
211	Barline Properties		
212	Editing Barlines		
213	Moving Barlines		
213	Breaking Barlines		
215	Adding Brackets and Braces		
215	Setting the Default Number of Bars per Staff		
217	Setting the Distance Between Staves		
217	Inserting Page Breaks		
218	Hidden Objects		
220	Multi-Bar Rests		
222	Creating Pick-Up Bars		
223	Creating Pick-Up Bars by Hiding Rests		
<b>224</b>	<b>Scoring for Drums</b>		
224	Setting up Drum Maps		
227	Setting up a Staff for Drum Scoring		
228	Drum Note Editing		
228	Setting up a Single Line Drum Staff		
<b>229</b>	<b>Tablature</b>		
229	Creating Tablature from Scratch		
230	Showing Staff Notation in Tablature		
231	Changing Noteheads to Numbers		
232	Setting up the Tablature Font		
232	Changing Note Pitches		
232	Moving Notes to Another String		
<b>234</b>	<b>Rhythmic Notation</b>		
235	Showing Staff Notation as Rhythmic Notation		
235	Showing Rhythmic Notation as Regular Notation		
236	Rhythmic Bar Indicators		
236	Hiding Notes and Rests in Bars		
237	Replacing Notation with Repeat Bar Signs		

# Score Editor

The **Score Editor** window shows MIDI notes as a musical score. It is divided into several sections.

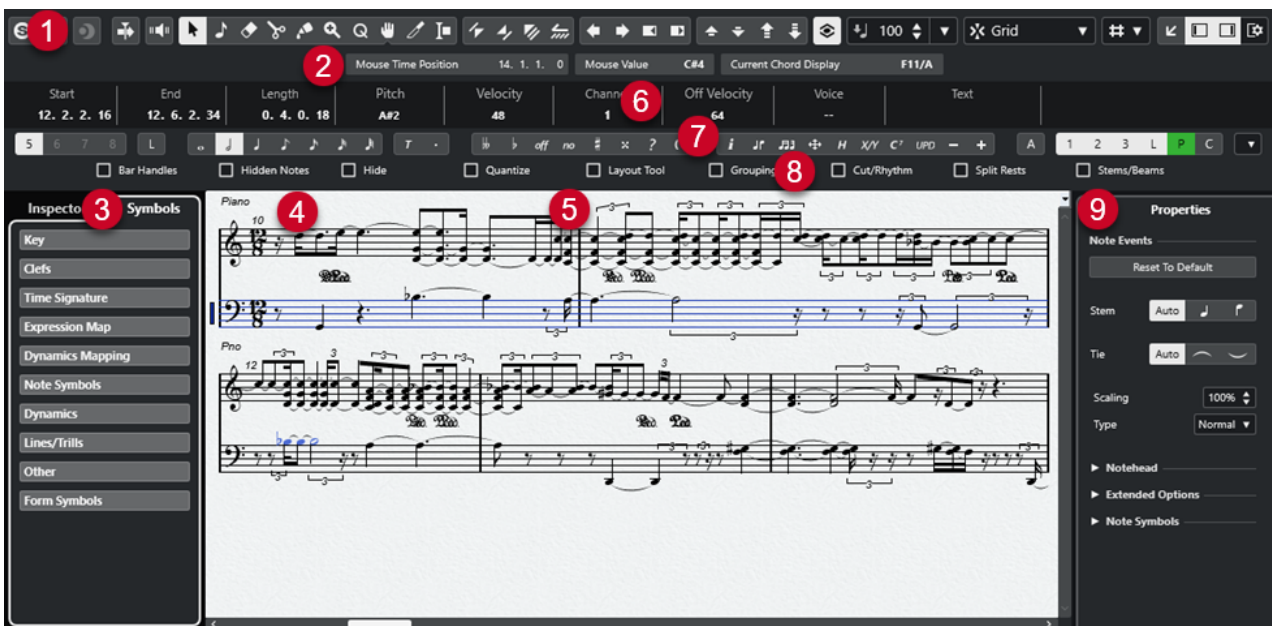
To open a MIDI part in the **Score Editor**, do one of the following:

- Select one or several MIDI parts in the **Project** window and select **Scores > Open Score Editor**.
- Select one or several MIDI parts in the **Project** window and press **Ctrl/Cmd - R**.

## NOTE

If you select parts on several tracks, one staff for each track is displayed. The staves are tied together by barlines and placed in the order of the tracks in the **Project** window. You can split a staff in two when scoring for piano, for example.

The **Score Editor** window:



The **Score Editor** is divided into several sections:

- 1 Toolbar**  
Contains tools and settings.
- 2 Status Line**  
Shows the mouse time position, the mouse value, and the current chord.
- 3 Left Zone**  
The left zone features the following tabs:
  - The **Symbols** tab contains symbols that you can add to the score.
  - The **Inspector** tab contains settings for working with MIDI tracks.
- 4 Score Display**

Shows the notes in the edited parts on one or several staves. Parts on different tracks are shown on different staves.

#### 5 Project cursor

When you open the **Score Editor**, the view is automatically scrolled so that the project cursor is visible in the window.

- You can change the position of the project cursor by holding down **Alt-Shift** and clicking in the score.

#### 6 Info Line

Displays information about the selected note.

#### 7 Tools/Extended toolbar/Command bar

Contains note value buttons and enharmonic shift buttons.

#### 8 Filters

Allows you to filter out indicators, handles, and other non-printed elements from the score.

#### 9 Right Zone

Allows you to display the **Properties** tab that shows options and settings for the elements that you select in the score display.

#### NOTE

The right zone is only available if you open the **Score Editor** in a separate window. It is not available in the lower zone of the **Project** window.

---

#### NOTE

You can activate/deactivate the status line, the info line, the tools, the filters, and the right zone by clicking **Set up Window Layout** on the toolbar and activating/deactivating the corresponding options.

---

You can open the **Score Editor** in a separate window or in the lower zone of the **Project** window. Opening the **Score Editor** in the lower zone of the **Project** window is useful if you want to access the **Score Editor** functions from within a fixed zone of the **Project** window.

#### NOTE

If you select **MIDI > Set up Editor Preferences**, the **Preferences** dialog opens on the **Editors** page. Make your changes to specify if you want editors to open in a separate window or in the lower zone of the **Project** window.

---

#### RELATED LINKS

[Score Editor Toolbar](#) on page 7

[Score Display](#) on page 13

[Status Line](#) on page 14

[Info Line](#) on page 15

[Extended Toolbar](#) on page 15

[Filters](#) on page 16

[Symbols](#) on page 18

[Inspector](#) on page 19

[Ruler](#) on page 21

[Left Zone](#) on page 17

[Right Zone](#) on page 19

## Score Editor Toolbar

The toolbar contains tools and various settings for the **Score Editor**.

- To show or hide the toolbar elements, right-click the toolbar and activate/deactivate the elements.

### Edit Solo

#### Solo Editor



Solos the editor during playback if the editor has the focus.

#### Record in Editor



Enables the recording of MIDI data in the editor if the editor has the focus.

NOTE

This only works if **MIDI Record Mode** is set to **Merge** or **Replace**.

---

### Retrospective Record

#### Insert MIDI Retrospective Recording in Editor



Allows you to recover MIDI notes that you played in stop mode or during playback.

### Left Divider

#### Left Divider

Allows you to use the left divider. Tools that are placed to the left of the divider are always shown.

### Auto-Scroll

#### Auto-Scroll



Keeps the project cursor visible during playback.

### Acoustic Feedback

#### Acoustic Feedback



Automatically plays back events when you move or transpose them, or when you create them by drawing.

### Tool Buttons

#### Object Selection



Selects events and parts.

#### Insert Note



Inserts notes.

#### Erase



Deletes events.

#### Split



Splits events.

#### Glue



Glues together events of the same pitch.

#### Zoom



Zooms in. Hold **Alt/Opt** and click to zoom out.

#### Display Quantize



Allows you to insert different staff settings for specific sections of the track.

#### Layout



NOTE

This works only in **Page Mode**.

---

**Move Single Object** allows you to move an object without affecting the score or playback in any way.

**Move Notes and Context** allows you to move a note and have other score objects move accordingly.

#### Cut Notes



Cuts notes.

#### Select Export Range



Allows you to export a specific part of a page.

NOTE

This works only in **Page Mode**.

---

## Arranger

#### Previous Chain Step



Navigates to the previous entry in the current arranger chain list.

#### Next Chain Step



Navigates to the next entry in the current arranger chain list.



### First Repeat of Current Chain Step



Navigates to the first repeat of the current entry in the current arranger chain list.

### Activate Arranger Mode



Navigates to the last repeat of the current entry in the current arranger chain list.

## Nudge Palette

### Move Left



Moves the selected event to the left.

### Move Right



Moves the selected event to the right.

### Nudge End Left



Decreases the duration of the selected event by moving its end to the left.

### Nudge End Right



Increases the duration of the selected event by moving its end to the right.

## Transpose Palette

### Move Up



Transposes the selected event up by a half note.

### Move Down



Transposes the selected event down by a half note.

### Move Up More



Transposes the selected event up by an octave.

### Move Down More



Transposes the selected event down by an octave.

## Display Transpose

### Display Transpose



Allows you to enable/disable display transpose. This function can be useful if you work with transposing instruments and want to show the concert key and not the scored key.

## Insert Velocity

### Note Insert Velocity



Allows you to specify a velocity value for new notes. You can also open the **Set up Insert Velocities** pop-up menu to select a velocity value.

## Snap

### Snap Type



Allows you to select one of the following snap types:

- **Grid** snaps events to the grid that is selected in the **Quantize Presets** pop-up menu.
- **Grid Relative** keeps the relative positions when snapping events to the grid.

## Event Movement Restrictions

### Event Movement Restrictions



Allows you to restrict the movement when editing or inserting events:

- **Keep Notes within Key** restricts the movement of notes to the current key.
- **Snap Slurs to Notes** restricts the movement of slurs to the start and end of notes.
- **Keep Crescendo Symbols Horizontal** keeps crescendo and diminuendo symbols horizontal.
- **Snap Rests and Repeats Vertically** restricts the movement of rests and repeats to system and note lines.

## Note Editing Overlay

### Note Editing Overlay On/Off



Activates/Deactivates an overlay that helps you to edit note durations, note time positions, display durations, and note velocities in a similar way as in the **Key Editor**.

### Options



- **Colorize Overlaid Noteheads** colorizes the heads of the notes for which the overlay is shown.
- **Part Colors** shows the notes and velocities in the overlay in the part colors.
- **Channel Colors** shows the notes and velocities in the overlay in the channel colors.
- **Pitch Colors** shows the notes and velocities in the overlay in the pitch colors.
- **Velocity Colors** shows the notes and velocities in the overlay in the velocity colors.
- **Color Setup** opens a dialog that allows you to set up the channel, pitch, or velocity colors. This is not available for **Part Colors**.

## Quantize

### Apply Quantize



Applies the quantize settings.

### Quantize Presets

 1/64 ▼

Allows you to select a quantize or a groove preset.

### Soft Quantize On/Off



Activates/Deactivates soft quantize.

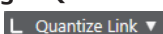
### Open Quantize Panel



Opens the **Quantize Panel**.

## Length Quantize

### Length Quantize

 L Quantize Link ▼

Allows you to set a value for quantizing event lengths.

## Step/MIDI Input

### Set up Computer Keyboard Input



Allows you to set up the options for the computer keyboard input:

- **Require ALT Key** requires that you hold down **Alt/Opt** when you insert notes.
- **Legato** changes the length of the previous note when you insert notes.
- **Use On-Screen Keyboard Keys** allows you to insert notes by pressing the keys that correspond to the note on the On-Screen Keyboard (qwerty).

### Computer Keyboard Input



Activates/Deactivates computer keyboard input.

### Step Input



Activates/Deactivates MIDI step input.

### MIDI Input



Activates/Deactivates MIDI input.

### Move Insert Mode



Moves all note events to the right of the step input position to the right to make room for the inserted event when you insert notes.

NOTE

This only works if **Step Input** is activated.

---

### Record Pitch



Includes the pitch when you insert notes.

### Record NoteOn Velocity



Includes the NoteOn velocity when you insert notes.

### Record NoteOff Velocity



Includes the NoteOff velocity when you insert notes.

## Event Colors

### Event Colors



Allows you to colorize noteheads.

### Hide Colors



Allows you to temporarily hide notehead colors.

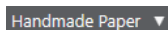
### Dark Mode



Inverses the score display mode from black on white to white on black. This is useful if you work at night or in a dim environment.

## Paper Background

### Background Texture



Allows you to specify different background textures for the score.

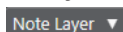
NOTE

The background texture only affects the display and is not used for printing.

---

## Insert Layer

### Insert Layer



Allows you to select the insert layer. You can insert score objects on the note layer, the project layer, and the layout layer.

## Right Divider

### Right Divider

Allows you to use the right divider. Tools that are placed to the right of the divider are always shown.

## Window Zone Controls

### Open in Separate Window



This button is available in the lower zone editor. It opens the editor in a separate window.

### Open in Lower Zone



This button is available in the editor window. It opens the editor in the lower zone of the **Project** window.

### Show/Hide Left Zone



Shows/Hides the left zone.

### Show/Hide Right Zone



Shows/Hides the right zone.

### Set up Window Layout



Allows you to set up the window layout.

## Score Display

The main area of the **Score Editor** window shows the notes in the edited parts on one or several staves. Parts on different tracks are shown on different staves.



- If you are editing one or several parts on the same track, as much of them as possible is shown on several staves, comparable with a score on paper.
- If you are editing parts on several tracks, they are put on a grand staff. A grand staff is composed of multiple staves that are tied together by barlines.
- The number of bars that are displayed on the screen depends on the size of the window and the number of notes in each bar.
- The end of the last part is indicated by a double barline.

All MIDI input is directed to one of the tracks, which is called the active staff. The active staff is indicated by a rectangle to the left of the clef symbol.



- To change the active staff, click on the staff that you want to activate.

#### RELATED LINKS

[Score Editor](#) on page 5

[Activating a Staff](#) on page 27

## Page Mode

The **Score Editor** has two different modes: **Page Mode** and edit mode. **Page Mode** offers additional features which are directly related to how the score is displayed and printed.

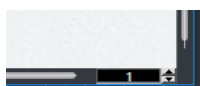
### NOTE

**Page Mode** is not available in the lower zone editor.

---

- To activate **Page Mode**, select **Scores**, and enable **Page Mode**.

In **Page Mode**, a page number indicator is shown in the lower right corner. This allows you to move to another page in your score.



In **Page Mode**, the score display follows the project cursor position if **Auto-Scroll** is activated on the toolbar.

When you view a single part in **Page Mode**, the bars before and after the part are shown as empty bars in the **Score Editor**.

### NOTE

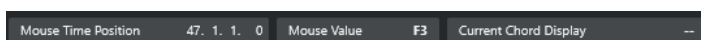
If you want to view and print a part without any surrounding empty bars, activate **Unlock Layout When Editing Single Parts** in the **Preferences** dialog (**Scores-Editing** page). Make sure that you do not adjust the layout when editing the part in this mode as this would erase the layout for the whole track.

---

## Status Line

The status line shows the mouse time position, the mouse value, and the current chord.

- To show the status line, click **Set up Window Layout** on the toolbar and activate **Status Line**.



### Mouse Time Position

Shows the musical position in bars, beats, sixteenth notes, and ticks.

### Mouse Value

Shows the pitch according to the vertical position of the pointer in a staff.

### Current Chord Display

Shows the current chord at the position of the project cursor.

### RELATED LINKS

[Score Editor](#) on page 5

[Set up Window Layout](#) on page 13

## Info Line

The info line shows information about the selected note.

- To show the info line, click **Set up Window Layout** on the toolbar and activate **Info Line**.

### RELATED LINKS

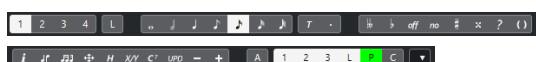
[Score Editor](#) on page 5

[Set up Window Layout](#) on page 13

## Extended Toolbar

The extended toolbar contains additional tools for your score.

- To show the extended toolbar, click **Set up Window Layout** on the toolbar, and activate **Tools**.



### Insert to Voice buttons



Shows the voices of the active staff. Activate a voice button to insert notes into that voice. Activate **Lock Insert Staff** to lock the movement of notes and other objects between staves.

### Note Value buttons



Shows the note values for note input, as well as options for triplet and dotted note values. Activate a note value button to insert notes of that value.

### Enharmonic Shift buttons



Activate a button to change the display of the selected note. **Off** resets the notes to original display. **No** shows no accidentals, regardless of the pitch.

### Functions buttons



**Get Info** opens the **Set Note Info** dialog for the selected note.

**Flip** flips the stem of the selected note.

**Group Notes** groups the selected notes under a beam.

**Auto Layout** opens the **Auto Layout** dialog that allows you to adjust such as bar widths and staff distances.

**Hide** hides the selected notes and objects.

**Position Panel** opens the **Position Info** window that allows you to view and adjust object positions in the ruler display format.

### NOTE

In **Page Mode**, you can also open the **Position Info** window by clicking in the ruler.

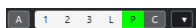
**Make Chord Symbols** analyzes the selected notes and creates a chord symbol. For this to work, all selected notes must be located in the same MIDI part.

**Force Update** forces a redraw of the whole page.

**One down** allows you to select the next lower dynamics symbol.

**One up** allows you to select the next higher dynamics symbol.

### Layer buttons



Activate a layer button to unlock this layer and display the score objects that are assigned to that layer.

**Toggle All Layers** toggles the lock state of all layers.

**Layer 1, Layer 2, and Layer 3** contains the score objects that you assigned to the corresponding note layers.

**Layout Layer** contains all the score objects that are associated with the layout layer.

**Project Layer** contains all the score objects that are associated with the project layer.

**Colorize Layer** displays the score objects in different colors, where each color stands for a specific type of layer.

**Set Up Score Lock Layers** allows you to set up which object types are associated with that layer.

### RELATED LINKS

[Score Editor](#) on page 5

[Set up Window Layout](#) on page 13

[Note Layer Symbols](#) on page 137

[Layout Layer Symbols](#) on page 138

[Project Layer Symbols](#) on page 138

[Lock Layers](#) on page 50

## Filters

The filters bar allows you to filter out indicators, handles, and other non-printed elements from the score.

- To show the filters bar, click **Set up Window Layout** on the toolbar and activate **Filters**.

The following elements in the score are not printed and only serve as indicators for layout changes. They can be hidden or shown:

### Bar Handles

Shows/Hides bar handles that can be used for copying bars.

### Hidden Notes

Shows/Hides any notes you might have hidden.

### Hide

Shows/Hides markers in the score for hidden element, except notes.

### Quantize

Shows/Hides markers at positions where you have used the **Display Quantize** tool.

### Layout Tool

Shows/Hides markers where you have made adjustments with the **Layout** tool.

### Grouping

Shows/Hides markers where you have made beam groupings.



### Cut/Rhythm

Shows/Hides markers where you have cut events or where rhythmic notation is shown instead of regular notation.

### Split Rests

Shows/Hides markers where you have split multiple rests.

### Stems/Beams

Shows/Hides markers where you have made stem or beam adjustments.

#### RELATED LINKS

[Symbol Handles](#) on page 163

[Hiding Objects](#) on page 218

[Inserting Display Quantize Exceptions](#) on page 44

[Moving Notes Graphically](#) on page 131

[Beams](#) on page 124

[Cutting Notes Manually](#) on page 131

[Rhythmic Bar Indicators](#) on page 236

[Splitting Multiple Rests](#) on page 222

[Flipping Note Stems](#) on page 113

[Adjusting Beam Slants](#) on page 129

[Score Editor](#) on page 5

[Set up Window Layout](#) on page 13

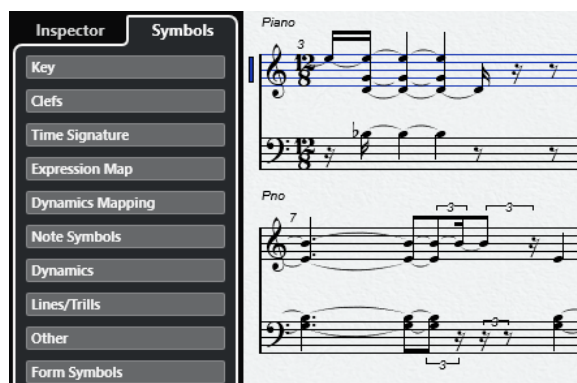
## Left Zone

The left zone of the **Score Editor** allows you to display the **Inspector** and the **Symbols** tab.

To show/hide the left zone, click **Show/Hide Left Zone** on the **Score Editor** window toolbar.

The top of the left zone features the following tabs:

- **Inspector**
- **Symbols**



#### RELATED LINKS

[Score Editor](#) on page 5

[Symbols](#) on page 18

[Inspector](#) on page 19

[Right Zone](#) on page 19

## Symbols

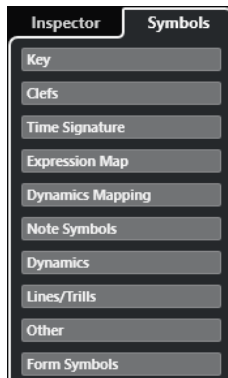
The **Symbols** tab in the left zone of the **Score Editor** contains symbols that you can add to the score.

- In the **Score Editor** window, you can show/hide the left zone by clicking **Show/Hide Left Zone** on the toolbar.

### NOTE

In the lower zone editor, the left zone is shown in the left zone of the **Project** window.

---



- To open/close a section, click its name.
- To open a section as a palette, open the section, right-click any of its symbols, and select **Open as Palette**.

### RELATED LINKS

[Set up Inspector Sections Pane](#) on page 20

[Working with Symbols](#) on page 137

[Symbol Palettes](#) on page 18

## Symbol Palettes

You can open a section of the **Symbols** tab as a palette. This allows you to move the symbol palette on the screen.

- To switch between a vertical or horizontal view of the palette, right-click any symbol, and select **Toggle**.
- To bring up another palette instead of the current one, right-click any symbol, and select one of the palettes from the context menu.
- To open a palette in a new window, hold down **Ctrl/Cmd** while right-clicking any symbol, and select the palette from the context menu.
- To close a symbol palette, click the close button.

### RELATED LINKS

[Working with Symbols](#) on page 137

[Symbols](#) on page 18

## Inspector

The **Inspector** provides settings for working with MIDI tracks.

- In the **Score Editor** window, you can show/hide the **Inspector** by clicking **Set up Window Layout** on the toolbar and activating/deactivating **Left Zone**.

### NOTE

In the lower zone editor, the **Inspector** is always shown in the left zone of the **Project** window.

---



- To open/close a section, click its name.

### NOTE

For a description of the **Inspector** sections for MIDI tracks, refer to the **Operation Manual**.

---

### RELATED LINKS

[Score Editor](#) on page 5

[Symbols](#) on page 18

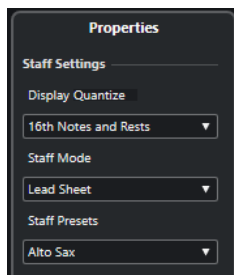
[Set up Inspector Sections Pane](#) on page 20

## Right Zone

The right zone of the **Score Editor** allows you to display the **Properties** tab that shows options and settings for the elements that you select in the score display. This gives you context-related access to settings and editing options for the selected element.

To show/hide the **Properties** tab in the right zone, do one of the following:

- Click **Show/Hide Right Zone** on the **Score Editor** window toolbar.
- Click **Set up Window Layout** on the toolbar and activate **Right Zone**.



### RELATED LINKS

[Score Editor](#) on page 5

[Left Zone](#) on page 17

[Staff Properties](#) on page 20

[Note Event Properties](#) on page 117

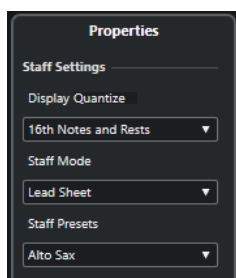
[Barline Properties](#) on page 211

- [Bar Number Properties](#) on page 194
- [Clef Properties](#) on page 32
- [Key Properties](#) on page 36
- [Staff Name Properties](#) on page 189
- [Chord Symbol Properties](#) on page 170
- [Bar Handle Properties](#) on page 166
- [Multi-Bar Rest Properties](#) on page 220
- [Gradual Dynamic Properties](#) on page 152

## Staff Properties

The **Properties** tab for staves in the right zone of the **Score Editor** allows you quick access to general score-specific settings.

They are available in the right zone of the **Score Editor** if nothing is selected in the score display. These options affect the active staff.



### Staff Settings Section

#### Display Quantize

Allows you to set up display quantize values for your score.

#### Staff Mode

Allows you to set up the voices.

#### Staff Presets

Allows you to select a staff preset.

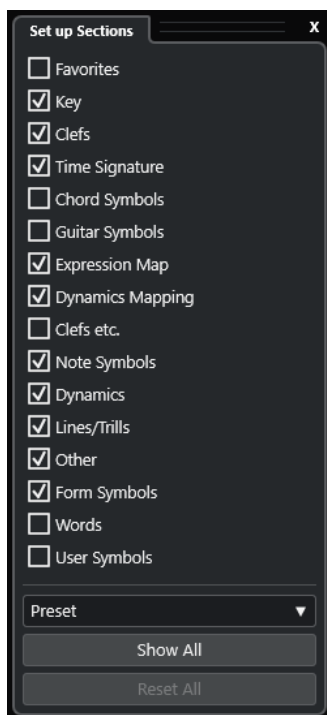
#### RELATED LINKS

- [Right Zone](#) on page 19
- [Staff – Main Tab](#) on page 91
- [Setting up Polyphonic Voices](#) on page 104
- [Saving Staff Presets](#) on page 91

## Set up Inspector Sections Pane

You can configure which **Inspector** sections are shown. You can also specify the order of the sections.

- To configure the sections for the **Inspector**, right-click an empty area of the **Inspector**, and select **Set up Sections**.



### Section options

Activate/Deactivate the option for the section that you want to show/hide.

### Preset

Allows you to save the settings as presets.

### Show All

Shows all sections.

### Reset All

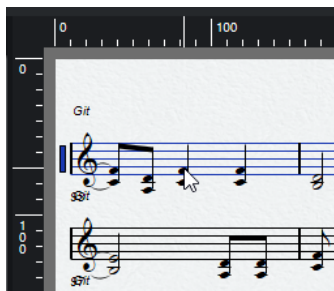
Allows you to restore the default settings.

### RELATED LINKS

[Inspector](#) on page 19

## Ruler

The **Score Editor** rulers are only available in **Page Mode**. They are graphic rulers that are shown at the upper and left border of the score and help you to position symbols and graphical objects in the score.



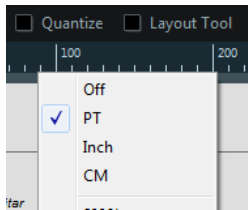
- The current pointer position is indicated by thin lines in the rulers.

- To specify which unit to show on the rulers, click above the vertical scrollbar to the right to open the **Zoom** pop-up menu, and select one of the options. You can choose between points, inches, and centimeters.
- To hide the rulers, select **Off** from the **Zoom** pop-up menu. To display the ruler again, open the pop-up menu above the scrollbar at the far right and select one of the units.

#### NOTE

This setting also affects the units used in the **Position Info** window.

---



#### RELATED LINKS

[Score Editor](#) on page 5

[Position Info Window](#) on page 22

[Zoom Pop-Up Menu](#) on page 23

## Position Info Window

The **Position Info** window helps you to determine and edit exact positions for symbols, objects, and staves in your score.

- To open the **Position Info**, click in the ruler.

Measure in CM  Abs.Pos Sel.Staff: 10.88cm  
X:27.78cm dX:---- To Prev.Staff:1.91cm  
Y:9.5cm dY:---- To Next Staff:----

The window contains the following settings and values:

#### Measure in

Allows to change the unit.

#### NOTE

This setting also affects the units used in the ruler.

---

#### Abs. Pos/Rel. Pos

Allows to select whether X-Y position values are absolute and refer to the upper left corner of the current page, or relative and refer to the upper left corner of the active staff.

#### X, Y

- If a single object is selected, these values show the horizontal and vertical position of this object. Click a value and enter in a new position for the object.
- If no objects or several objects are selected, these values show the current horizontal and vertical position of the mouse pointer.

#### dX, dY

These values indicate the horizontal and vertical distance by which you have moved an object. Click and enter values to move the objects by the specified distances.

### Sel. Staff

- If **Abs. Pos** is active, this value shows the distance from the top of the score page to the top of the active staff. Click and enter a value to move the active staff.
- If **Rel. Pos** is selected, this value is always 0, since vertical positions are related to the top of the active staff.

### To Prev Staff

The distance between the active staff and the staff above it. Click and enter a value to move the active staff.

### To Next Staff

The distance between the active staff and the staff below it. Click and enter a value to move the staves below the active staff.

#### RELATED LINKS

[Score Editor](#) on page 5

[Ruler](#) on page 21

## Zooming in the Score Editor

You can zoom in the **Score Editor** using the standard zoom techniques.

#### RELATED LINKS

[Zoom Pop-Up Menu](#) on page 23

[Zoom Tool](#) on page 24

[Zooming with the Mouse Wheel](#) on page 24

## Zoom Pop-Up Menu

The **Zoom** pop-up menu contains options for zooming in the **Score Editor**.

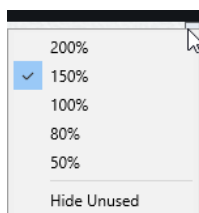
- To open the **Zoom** pop-up menu, click above the vertical scrollbar to the right.

#### NOTE

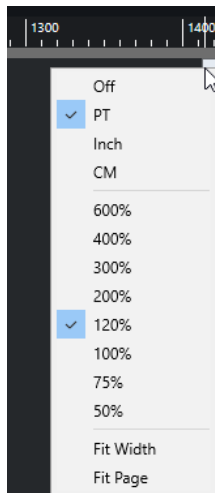
In **Page Mode**, you can also open the **Zoom** pop-up menu by right-clicking in the ruler.

---

The following options are available if the **Score Editor** is in edit mode:



The following options are available if the **Score Editor** is in **Page Mode**:



- **Fit Width** adjusts the zoom factor so that the full width of the page becomes visible.
- **Fit Page** adjusts the zoom factor so that the whole page becomes visible.

## Zoom Tool

The **Zoom** tool on the **Score Editor** toolbar allows you to zoom in to and out of specific sections or score objects.

- Click with the **Zoom** tool to zoom in one step.
- Hold down **Alt/Opt** and click with the **Zoom** tool to zoom out one step.
- Drag a rectangle with the **Zoom** tool to set a custom zoom factor.  
The section encompassed by the rectangle is zoomed to fill the score display.
- Hold down a modifier key and right-click with the **Zoom** tool to open the **Zoom** pop-up menu, and select a zoom setting.

### RELATED LINKS

[Zoom Pop-Up Menu](#) on page 23

[Score Editor Toolbar](#) on page 7

## Zooming with the Mouse Wheel

You can zoom in and out at specific positions of the score with the mouse wheel.

---

### PROCEDURE

1. Move the mouse pointer to the position in the score where you want to change the zoom factor.
2. Hold down **Ctrl/Cmd** and move the mouse wheel.

---

### RESULT

The mouse position is kept when you zoom in or out.



# Score Editor Basics

The **Score Editor** allows you to display any possible piece of music as a score, complete with all the necessary symbols and formatting. You can extract parts out of a full orchestra score, add lyrics and comments, create lead sheets, drum scores, tablatures, etc.

The **Score Editor** interprets the MIDI notes in the MIDI parts and displays them according to the settings you have made.

This is done in real time. Any change to the MIDI data or the settings is immediately reflected in the score.

You can enter and edit notes with the mouse or the computer keyboard, or you can record them with a MIDI keyboard. You can also use a combination of both. However, even if you have recorded the piece perfectly, your recording often requires some manual editing before printing.

## RELATED LINKS

[Preparing Scores](#) on page 26

[Activating a Staff](#) on page 27

[Setting up the Page](#) on page 28

[Clef, Key, and Time Signature Settings](#) on page 28

[Transposing Instruments](#) on page 40

[Printing from the Score Editor](#) on page 41

[Exporting Entire Scores as Image Files](#) on page 42

[Transcribing MIDI Recordings](#) on page 43

[Entering and Editing Notes](#) on page 49

## MIDI Notes vs. Score Notes

MIDI tracks in Cubase hold MIDI notes and other MIDI data. A MIDI note in Cubase is defined by its position, length, pitch and velocity.

This is not nearly enough information to decide how the note is to be displayed in a score. Information about the type of instrument, the key of the song, the basic rhythm, or the grouping of the notes under beams is not provided. This is the kind of information that you can set up in the **Score Editor**.

---

### EXAMPLE

Cubase stores a MIDI note position in an absolute value, called ticks. A quarter note consists of 480 ticks.



A quarter note at the end of a 4/4 bar

The note is on the fourth beat of the bar.

If you change the time signature to 3/4, this shortens the length of a bar to three quarter notes which corresponds to 1440 ticks. The quarter note is therefore moved to the next bar:



The same note in 3/4

The note is still at the same absolute position, but by changing the time signature, each bar is shorter. This effectively moves the note in the score, because the **Score Editor** interprets it differently.

---

## Setting up a Display Quantize Note Value

You can define the smallest note value that can be displayed by setting up a **Display Quantize** note value.

### PREREQUISITE

You have recorded a figure with some staccato eighth notes, and you have opened it in the **Score Editor**.

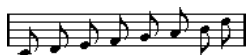
---

### PROCEDURE

1. Select **Scores > Settings**.
  2. On the **Staff** tab, open the **Main** tab.
  3. In the **Display Quantize** section, set the **Notes** value to **8**.
- 

### RESULT

The eighth notes are displayed as expected. The **Display Quantize** setting tells the program to display all notes as if they were on exact eighth note positions, regardless of their actual positions and that it should not display any notes smaller than eighth notes.



### IMPORTANT

Setting a **Display Quantize** value does not alter the MIDI notes of your recording in any way. It only affects how the notes are displayed in the **Score Editor**.

---

### AFTER COMPLETING THIS TASK

Add a staccato symbol.

### RELATED LINKS

[Staff - Main Tab](#) on page 91

## Preparing Scores

When you prepare a score, we suggest you do things in the following order, since this minimizes the time needed if you make a mistake somewhere and need to redo a step.

### PREREQUISITE

- You have made copies of the recorded tracks. You might have to change them permanently, after which they do not play back as they originally did.
  - You have broken up the score into smaller segments.
  - In the **Project** window, you have arranged the tracks in the order you want them displayed in the score. You cannot rearrange the order of systems in the **Score Editor**.
- 

### PROCEDURE

1. Open the **Score Editor** and select **File > Page Setup** to set up the page.

2. Do one of the following:
    - If you have recorded music into tracks already, adjust the graphic display of the score as much as possible without permanently editing the notes by using **Display Quantize** or **Grouping**.
    - If the tracks are empty, make basic staff settings, enter the notes, and then make detailed adjustments.
  3. If needed, use polyphonic voicing to resolve overlapping notes, create piano systems, handle crossing voices, etc.
  4. Hide unwanted objects and add note-dependent and note-related symbols such as accents, dynamic symbols, crescendo, slurs, lyrics, or graphic rests.
  5. Use the **Auto Layout** options.
  6. Add layout symbols such as endings or page text.
  7. Print or export the score.
  8. Create alternative layouts to extract voices, for example.
- 

RELATED LINKS

[Auto Layout Dialog](#) on page 206

## Activating a Staff

Only one staff can be active at a time. The active staff is indicated by a rectangle to the left of the clef symbol.

---

PROCEDURE

- Do one of the following to activate a staff:
    - Click anywhere on the staff.
    - Use the **Up Arrow** and **Down Arrow** keys to navigate between staves.
- 

RESULT

The staff is activated.



RELATED LINKS

[Score Display](#) on page 13

## Setting up the Page

Before preparing the score for printing, you must make some page settings for your project. This also affects the on-screen display of the score.

---

### PROCEDURE

1. Select **File > Page Setup**.  
This opens the **Page Setup** dialog of your operation system. The only additional Cubase options are the margin settings.
  2. In the **Page Setup** dialog, select the preferred printer, paper size, orientation, etc.
  3. Optional: Change the margins by setting the left, right, top, and bottom margins.
  4. Click **OK** and save the project to make the settings permanent.  
If you want new projects to always start with certain page setup settings, you can create project templates.
- 

### RELATED LINKS

[Printing from the Score Editor](#) on page 41

## Clef, Key, and Time Signature Settings

Before you enter notes into a score, we recommend that you first set the clef, key, and time signature for the staff.

The symbols for clef, key, and time signature are displayed at the beginning of the staff. If you have multiple staves, you can set the clef, key, and time signature independently for each staff or for all staves at once.

### RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

[Hiding Objects](#) on page 218

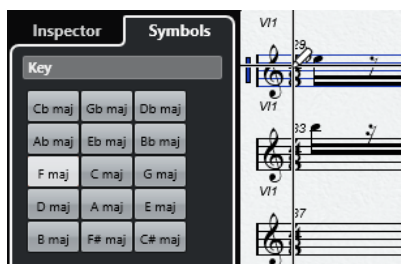
## Setting the Initial Clef, Key, and Time Signature

You can set the initial clef, key, and time signature for your project.

---

### PROCEDURE

1. Open the **Symbols** tab.
2. Open the **Clefs** section and click the clef symbol that you want to use.
3. Click at the position of the staff to set the clef.
4. Open the **Keys** section and click the key symbol that you want to use.
5. Click at the position of the staff to set the key.



6. Open the **Time Signatures** section and click the time signature symbol that you want to use.
- 

#### RESULT

The settings are applied to the entire track.

#### RELATED LINKS

[Clefs Section](#) on page 142

[Keys Section](#) on page 141

[Inserting Key Changes](#) on page 38

## Setting the Time Signature

You can set the time signature for your project.

---

#### PROCEDURE

- Do one of the following:
    - On the **Transport** panel, click the **Time Signature** field and enter a value.
    - Select **Project > Tempo Track**, and in the **Tempo Track Editor**, enter time signature events.
    - Select **Project > Add Track > Signature**, and enter time signature events on the signature track.
    - To enter composite time signatures, double-click the time signature symbol at the beginning of the staff, and make your settings in the **Edit Time Signature** dialog.
- 

#### RESULT

The set time signature applies to all tracks in the project.

#### RELATED LINKS

[Inserting Clefs, Keys, or Time Signatures](#) on page 68

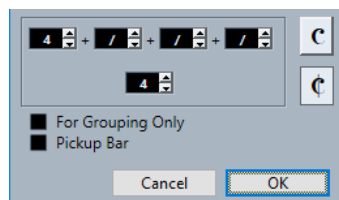
[Edit Time Signature Dialog](#) on page 29

[Time Signatures Section](#) on page 143

## Edit Time Signature Dialog

The **Edit Time Signature** dialog allows you to specify and edit the time signature for your staff.

- To open the **Edit Time Signature** dialog, double-click the time signature symbol at the beginning of the staff.



### Numerator

For simple time signatures, enter a value in the first value field only.

For more complex time signatures, the numerator can be made up of up to 4 groups. Divide the numerator into several numbers to get beaming and tied notes displayed correctly automatically. This does not affect the metronome or anything else, only beams and ties.

### Denominator

Enter a note value for the denominator.

### Common time

Sets the time signature to common time  4/4.

### Cut time

Sets the time signature to cut time  2/2.

### For Grouping Only

Activate this to show the sum of the numbers entered.



NOTE

Cubase tries to preserve the denominator when you insert a composite signature and activate **For Grouping Only**. If you have a time signature of 4/4 and change it to a composite value such as 3+3+2 eighths, the time signature is still displayed as 4/4 instead of 8/8.

---

Deactivate this to show all the numbers entered.



### Pick-up Bar

Activate this to define a time signature and the number of beats for a pick-up bar.

NOTE

You can change the font for time signatures in the **Score Settings** dialog (**Project-Font Settings** page).

---

#### RELATED LINKS

[Beams](#) on page 124

[Creating Pick-Up Bars](#) on page 222

[Setting the Time Signature](#) on page 29

[Time Signatures Section](#) on page 143

## Setting the Clef

### Edit Clef Dialog

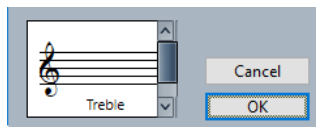
The **Edit Clef** dialog allows you to specify and edit the clef for your staff.

IMPORTANT

If **Auto Clef** is activated in the **Score Settings** dialog (**Staff-Main** tab), you cannot edit the clef.

---

- To open the **Edit Clef** dialog, double-click the clef symbol at the beginning of the staff.



Use the scroll bar to select one of the following options:

**Treble**

Inserts a treble clef.

**Treble 8va**

Inserts a treble clef that sounds an octave higher.

**Treble 15va**

Inserts a treble clef that sounds two octaves higher.

**Treble 8vb**

Inserts a treble clef that sounds an octave lower.

**Bass**

Inserts a bass clef.

**Bass 8vb**

Inserts a bass clef that sounds an octave lower.

**Bass 15vb**

Inserts a bass clef that sounds two octaves lower.

**Bass 8va**

Inserts a bass clef that sounds an octave higher.

**Baritone**

Inserts a baritone clef.

**Sub-bass**

Inserts a sub-bass clef.

**Alto**

Inserts an alto clef.

**Sopran**

Inserts a soprano clef.

**Mezzosopran**

Inserts a mezzo-soprano clef.

**Tenor**

Inserts a tenor clef.

**Drum**

Inserts a symbol that indicates that the staff is used for drum notation.

**Tablature/1-5**

Inserts numbers for tablature.

**Tablature/TAB**

Inserts a TAB sign for tablature.

RELATED LINKS

[Clefs Section](#) on page 32

[Clef](#) on page 78

[Project – Notation Style Page](#) on page 77

[Clefs Section](#) on page 142

[Right Zone](#) on page 19

## Clef Properties

The **Properties** tab for clefs in the right zone of the **Score Editor** allows you to change the selected clef.

- To open the **Properties** tab for clefs in the right zone, select a clef in the score display.

### Clefs Section



The following options affect the selected element:

#### Treble

Inserts a treble clef.

#### Treble 8va

Inserts a treble clef that sounds an octave higher.

#### Treble 15va

Inserts a treble clef that sounds two octaves higher.

#### Treble 8vb

Inserts a treble clef that sounds an octave lower.

#### Bass

Inserts a bass clef.

#### Bass 8vb

Inserts a bass clef that sounds an octave lower.

#### Bass 15vb

Inserts a bass clef that sounds two octaves lower.

#### Bass 8va

Inserts a bass clef that sounds an octave higher.

#### Baritone

Inserts a baritone clef.

#### Sub-bass

Inserts a sub-bass clef.

#### Alto

Inserts an alto clef.

#### Sopran

Inserts a soprano clef.



### Mezzosopran

Inserts a mezzo-soprano clef.

### Tenor

Inserts a tenor clef.

### Drum

Inserts a symbol that indicates that the staff is used for drum notation.

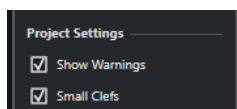
### Tablature/1-5

Inserts numbers for tablature.

### Tablature/TAB

Inserts a TAB sign for tablature.

## Project Settings Section



The options in the **Project Settings** section in the right zone affect the entire project.

### Show Warnings

Shows clef changes at line breaks at the end of a line and at the beginning of the next line.

### Small Clefs

Shows inserted clef changes as smaller symbols than at the beginning of the staff.

#### RELATED LINKS

[Edit Clef Dialog](#) on page 30

[Clef](#) on page 78

[Project - Notation Style Page](#) on page 77

[Clefs Section](#) on page 142

[Right Zone](#) on page 19

## Clef Context Menu

The clef context menu allows you to specify and edit the clef for your staff.

- To open the clef context menu, right-click the clef symbol at the beginning of the staff.

The clef options are identical to the options in the **Edit Clef** dialog.

Furthermore, the following options are available:

### Display Clef Changes as Small Symbols

Activate this to display clef changes in the score with a smaller symbol.

### Warnings for New Clefs at Line Breaks

Determines what happens if you insert a new clef at a line break.

Activate this to display the clef in the last bar before the staff break. Deactivate this to insert the clef in the first bar of the next staff line only.

### Hide/Show

Hides the clef from view.

### Properties

Opens the **Edit Clef** dialog.

#### RELATED LINKS

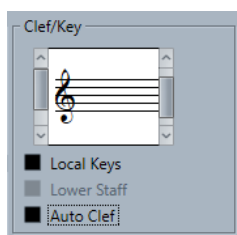
[Edit Clef Dialog](#) on page 30

[Clefs Section](#) on page 142

## Clef/Key Section

The **Clef/Key** section in the **Score Settings** dialog allows you to specify and edit the clef for your staff.

- To open the **Clef/Key** section, select **Scores > Settings**, select the **Staff** tab, and open the **Main** tab.



Use the left scroll bar to select one of the clef options. These are identical to the options in the **Edit Clef** dialog. Use the right scroll bar to select one of the key options. These are identical to the options in the **Edit Key** dialog.

Furthermore, the following options are available:

#### Local Keys

Allows you to insert a different key for the selected staff only. Activate this if you score a French horn, for example, and you want to set a different key symbol.

#### Lower Staff

Allows you to insert a clef for the lower staff. This is only used in conjunction with split (piano) staves and polyphonic voicing. If you have a split system, you can set different clefs for the upper and lower staff.

#### Auto Clef

Activate this to let the program automatically select a treble clef or a bass clef for the staff, depending on the range of the notes in the part.

#### RELATED LINKS

[Staff - Main Tab](#) on page 91

[Setting up a Split Staff](#) on page 66

[Edit Clef Dialog](#) on page 30

[Edit Key Dialog](#) on page 35

## Setting the Key

You can set the key for the entire project or for specific staves only.

In the **Score Settings** dialog (**Project-Notation Style** page), you can find options for keys in the **Keys** category.

#### RELATED LINKS

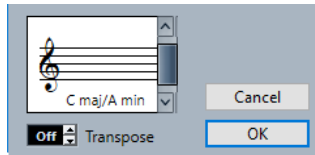
[Project - Notation Style Page](#) on page 77

[Keys Section](#) on page 141

## Edit Key Dialog

The **Edit Key** dialog allows you to specify and edit the key for your staff.

- To open the **Edit Key** dialog, double-click the key symbol at the beginning of the staff.



### NOTE

If **Key Changes for the Entire Project** is activated in the **Keys** category of the **Score Settings** dialog (**Project-Notation Style** page), all changes made to the key always affect the entire project, so that it is not possible to define different keys for different staves.

---

Use the scroll bar to select one of the following options:

#### **C# maj/A# min**

Inserts 7 sharps for the sharp notes of the key F#, C#, G#, D#, A#, E#, B#.

#### **F# maj/D# min**

Inserts 6 sharps for the sharp notes of the key F#, C#, G#, D#, A#, E#.

#### **B maj/G# min**

Inserts 5 sharps for the sharp notes of the key F#, C#, G#, D#, A#.

#### **E maj/C# min**

Inserts 4 sharps for the sharp notes of the key F#, C#, G#, D#.

#### **A maj/F# min**

Inserts 3 sharps for the sharp notes of the key F#, C#, G#.

#### **D maj/B min**

Inserts 2 sharps for the sharp notes of the key F#, C#.

#### **G maj/E min**

Inserts 1 sharp for the sharp notes of the key F#.

#### **C maj/A min**

Does not insert any sharps or flats.

#### **F maj/D min**

Inserts 1 flat for the flat notes of the key Bb.

#### **Bb maj/G min**

Inserts 2 flats for the flat notes of the key Bb, Eb.

#### **Eb maj/C min**

Inserts 3 flats for the flat notes of the key Bb, Eb, Ab.

#### **Ab maj/F min**

Inserts 4 flats for the flat notes of the key Bb, Eb, Ab, Db.

#### **Db maj/Bb min**

Inserts 5 flats for the flat notes of the key Bb, Eb, Ab, Db, Gb.

### **Gb maj/Eb min**

Inserts 6 flats for the flat notes of the key B $\flat$ , E $\flat$ , A $\flat$ , D $\flat$ , G $\flat$ , C $\flat$ .

### **Cb maj/Ab min**

Inserts 7 flats for the flat notes of the key B $\flat$ , E $\flat$ , A $\flat$ , D $\flat$ , G $\flat$ , C $\flat$ , F $\flat$ .

#### RELATED LINKS

[Keys Section](#) on page 36

[Keys](#) on page 78

[Project – Notation Style Page](#) on page 77

[Keys Section](#) on page 141

[Clef/Key Section](#) on page 34

[Inserting Display Transpose Changes](#) on page 41

[Transposing Instruments](#) on page 40

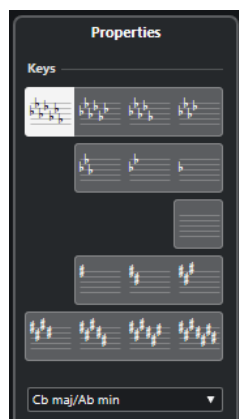
[Right Zone](#) on page 19

## Key Properties

The **Properties** tab for keys in the right zone of the **Score Editor** allows you to change the selected key.

- To open the **Properties** tab for keys in the right zone, select the key symbol in the score display.

### Keys Section



The following options affect the selected element:

### **C# maj/A# min**

Inserts 7 sharps for the sharp notes of the key F $\sharp$ , C $\sharp$ , G $\sharp$ , D $\sharp$ , A $\sharp$ , E $\sharp$ , B $\sharp$ .

### **F# maj/D# min**

Inserts 6 sharps for the sharp notes of the key F $\sharp$ , C $\sharp$ , G $\sharp$ , D $\sharp$ , A $\sharp$ , E $\sharp$ .

### **B maj/G# min**

Inserts 5 sharps for the sharp notes of the key F $\sharp$ , C $\sharp$ , G $\sharp$ , D $\sharp$ , A $\sharp$ .

### **E maj/C# min**

Inserts 4 sharps for the sharp notes of the key F $\sharp$ , C $\sharp$ , G $\sharp$ , D $\sharp$ .

### **A maj/F# min**

Inserts 3 sharps for the sharp notes of the key F $\sharp$ , C $\sharp$ , G $\sharp$ .

### **D maj/B min**

Inserts 2 sharps for the sharp notes of the key F#, C#.

### **G maj/E min**

Inserts 1 sharp for the sharp notes of the key F#.

### **C maj/A min**

Does not insert any sharps or flats.

### **F maj/D min**

Inserts 1 flat for the flat notes of the key Bb.

### **Bb maj/G min**

Inserts 2 flats for the flat notes of the key Bb, Eb.

### **Eb maj/C min**

Inserts 3 flats for the flat notes of the key Bb, Eb, Ab.

### **Ab maj/F min**

Inserts 4 flats for the flat notes of the key Bb, Eb, Ab, Db.

### **Db maj/Bb min**

Inserts 5 flats for the flat notes of the key Bb, Eb, Ab, Db, Gb.

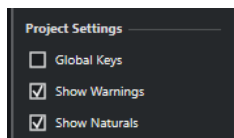
### **Gb maj/Eb min**

Inserts 6 flats for the flat notes of the key Bb, Eb, Ab, Db, Gb, Cb.

### **Cb maj/Ab min**

Inserts 7 flats for the flat notes of the key Bb, Eb, Ab, Db, Gb, Cb, Fb.

## **Project Settings Section**



The options in the **Project Settings** section in the right zone affect the entire project.

### **Global Keys**

Applies all key changes to the entire project. If you activate this, you cannot define different keys for different staves of your project.

### **Show Warnings**

Shows key changes at the end of a line and at the beginning of the next line.

### **Show Naturals**

If a change to another key occurs, naturals are inserted to nullify any sharps and flats that relate to the previous key.

#### RELATED LINKS

[Edit Key Dialog](#) on page 35

[Keys](#) on page 78

[Project - Notation Style Page](#) on page 77

[Keys Section](#) on page 141

[Clef/Key Section](#) on page 34

[Inserting Display Transpose Changes](#) on page 41

[Transposing Instruments](#) on page 40

[Right Zone](#) on page 19

## Key Context Menu

The key context menu allows you to specify and edit the key for your staff.

- To open the key context menu, right-click the key symbol at the beginning of the staff.

The key options are identical to the options in the **Edit Key** dialog.

The **Transpose** option is not available.

Furthermore, the following options are available:

### Key Changes for the Entire Project

Activate this if you want all key changes to affect the entire project, so that it is not possible to define different keys for different staves.

### Hide/Show

Hides the key.

### Properties

Opens the **Edit Key** dialog.

### RELATED LINKS

[Keys Section](#) on page 141

[Clef/Key Section](#) on page 34

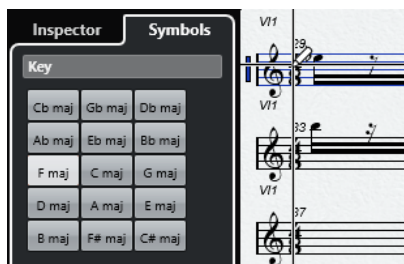
## Inserting Key Changes

You can insert key changes for your project.

---

### PROCEDURE

1. Open the **Symbols** tab.
2. Open the **Keys** section and click the key symbol that you want to use.
3. Click at the position of the staff where you want to insert the key change.



---

### RESULT

This introduces a key change that applies from this position on.

### RELATED LINKS

[Setting the Initial Clef, Key, and Time Signature](#) on page 28

[Keys Section](#) on page 141

## Setting Different Keys in a Split System

You can set different keys for the upper and lower staff in a split system with two staves.

---

### PROCEDURE

1. Select **Scores > Settings**.
2. Select the **Staff** tab, and open the **Main** tab.
3. In the **Clef/Key** section, set a key for the upper staff.
4. Activate **Lower Staff**, and set a key for the lower staff.
5. Click **Apply**.

---

### RESULT

The different keys are applied.

### RELATED LINKS

[Staff - Main Tab](#) on page 91

## Setting Local Keys

You can set a different key for the selected staff only. This is useful for instruments like oboe and English horn that change display transpose and therefore also the key.

### NOTE

**Local Keys** is only available if **Key Changes for entire Project** is activated in the **Keys** category of the **Score Settings** dialog (**Project-Notation Style** page).

---

### PROCEDURE

1. Activate the staff for which you want to set a local key.
2. Select the **Staff** tab, and open the **Main** tab.
3. Activate **Local Keys**, and set the key.
4. Click **Apply**.

---

### RELATED LINKS

[Staff - Main Tab](#) on page 91

[Project - Notation Style Page](#) on page 77

## Setting up Note Names

In the **Score Editor**, you can display note names in the following formats: **English**, **German**, or **Solfège**.

---

### PROCEDURE

1. Select **Edit > Preferences**.
  2. Select **Chords & Pitches** in the **Event Display** section.
  3. In the **Pitch Notation** section, open the **Note Name** pop-up menu and select an option.
  4. Click **Apply**.
-

#### RESULT

The note names and chord symbols throughout the **Score Editor** are changed according to your settings. For further information about the settings on the **Chords & Pitches** page of the **Preferences** dialog, see the separate document **Operation Manual**.

## Transposing Instruments

Scores for some instruments, for example, a lot of brass instruments, are written transposed. Therefore, the **Score Editor** provides the **Display Transpose** function that transposes notes in the score without affecting the way they are played back.

**Display Transpose** allows you to record and play back a multi-staff arrangement and still score each instrument according to its own transposition.

#### RELATED LINKS

[Changing the Display for Transposing Instruments](#) on page 40

[Displaying the Concert Key](#) on page 40

[Inserting Display Transpose Changes](#) on page 41

## Changing the Display for Transposing Instruments

You can change the display for transposing instruments. The **Display Transpose** section in the **Score Settings** dialog allows you to transpose notes in the score without affecting the way they are played back.

---

#### PROCEDURE

1. Select **Scores > Settings**, select the **Staff** tab, and open the **Main** tab.
2. Do one of the following:
  - Open the **Transpose** pop-up menu and select your transposing instrument.
  - Use the **Semitones** value field to set by how many semitones you want to transpose the display.
3. Click **Apply**.

---

#### RESULT

The transposing instrument is displayed correctly.

#### IMPORTANT

**Display Transpose** does not affect MIDI playback.

---

#### RELATED LINKS

[Display Transpose](#) on page 95

## Displaying the Concert Key

You can display the concert key instead of the scored key. This is useful if you changed the display for transposing instruments.

#### PREREQUISITE

You have changed the display for a transposing instrument.



---

PROCEDURE

- On the **Score Editor** toolbar, disable **Display Transpose**.
- 

RESULT

The concert key is displayed.

RELATED LINKS

[Display Transpose](#) on page 9

## Inserting Display Transpose Changes

You can change the **Display Transpose** setting at a specific point in your score to insert a key change. This is useful if you are writing a saxophone part and want the player to switch from alto to tenor saxophone, for example.

---

PROCEDURE

1. Double-click the key symbol at the beginning of the staff.
  2. In the **Transpose** field of the **Edit Key** dialog, enter a transposition value in semitones.
- 

RESULT

NOTE

This setting is not relative to any **Display Transpose** settings in the **Score Settings** dialog (**Staff-Main** tab). This means that you enter an absolute **Display Transpose** value that is used from this point on.

---

RELATED LINKS

[Edit Key Dialog](#) on page 35

[Keys Section](#) on page 36

[Inserting Key Changes](#) on page 38

## Printing from the Score Editor

When you have made all necessary changes to the score display and you are satisfied with the result, you can print your score.

PREREQUISITE

You have set up the page in the **Page Setup** dialog.

---

PROCEDURE

1. In the **Scores** menu, activate **Page Mode**.  
Printing is only possible from within **Page Mode**.
  2. Select **File > Print**.
  3. In the standard print dialog, change the settings as required.
  4. Click **Print**.
- 

RELATED LINKS

[Setting up the Page](#) on page 28

## Exporting Entire Scores as Image Files

You can export a complete page in various image formats. This allows you to import your scores into desktop publishing and drawing applications.

---

### PROCEDURE

1. In the **Scores** menu, activate **Page Mode**.
2. Select the page that you want to export.
3. Select **File > Export > Scores**.
4. In the **Export Scores** dialog, specify a location, name, and type for the exported file.
5. Specify a resolution for the file.
6. Click **Save**.

---

### RESULT

The page of the score is exported and saved as the file type you specified.

### RELATED LINKS

[Exporting Images of Page Sections](#) on page 42

## Exporting Images of Page Sections

You can export a section of a page in various image formats. This allows you to import your scores into desktop publishing and drawing applications.

---

### PROCEDURE

1. In the **Scores** menu, activate **Page Mode**.
2. On the **Score Editor** toolbar, click **Select Export Range**.
3. Drag a selection rectangle for the section of the score that you want to export.

#### NOTE

You can adjust the size of the rectangle by clicking and dragging its handles or move it by clicking and dragging.

- 
4. Do one of the following:
    - Double-click inside the rectangle.
    - Select **File > Export > Scores**.
  5. In the **Export Scores** dialog, specify a location, name, and type for the exported file.
  6. Specify a resolution for the file.
  7. Click **Save**.

---

### RESULT

The selected section of the score is exported and saved as a file.

### RELATED LINKS

[Exporting Entire Scores as Image Files](#) on page 42

# Transcribing MIDI Recordings

You can create scores by transcribing your MIDI recordings.

If the parts are complicated, the notes probably require some manual editing.

## RELATED LINKS

[Preparing Recorded Parts](#) on page 43

[Inserting Display Quantize Exceptions](#) on page 44

[Resolving Parts That Contain Mixed Notes and Triplets](#) on page 46

[Converting MIDI Notes to Match the Score](#) on page 47

[Adjusting Rests](#) on page 47

[Adjusting Note Lengths](#) on page 48

[Entering and Editing Notes](#) on page 49

[Score Editor Basics](#) on page 25

## Preparing Recorded Parts

---

### PROCEDURE

1. Make a MIDI recording.
2. Select all parts on all tracks that you want to work on.
3. Optional: Do one or all of the following:
  - Select **Project > Duplicate Tracks** to create a version of the track for scoring, and mute the original track while you are preparing the score.
  - Quantize the recordings to reduce the amount of detailed adjustments needed in the **Score Editor**.
4. Select **Scores > Open Score Editor**.
5. In the **Scores** menu, activate **Page Mode**.
6. Activate a staff, select **Scores > Settings**, and make initial staff settings.

### NOTE

Always click **Apply** before making another staff active.

---

## RELATED LINKS

[Resolving Parts That Contain Mixed Notes and Triplets](#) on page 46

[Score Settings – Staff Tab](#) on page 90

## Display Quantize Exceptions

Display quantize exceptions are useful if your score looks as expected except for a few bars.

You can use the **Display Quantize** tool to insert a display quantize exception at the beginning of the section and another one after it to restore to the current staff settings.

You can make the display quantize exceptions visible by activating the **Quantize** option on the filters bar. A flag is shown under the staff for each **Display Quantize** exception.

- To edit a display quantize event, double-click its flag, adjust the settings in the **Display Quantize** dialog, and click **Apply**.
- To remove a display quantize change, click its marker to select it and press **Backspace** or **Delete**, or use the **Erase** tool.

RELATED LINKS

[Inserting Display Quantize Exceptions](#) on page 44

[Display Quantize Dialog](#) on page 45

[Filters](#) on page 16

## Inserting Display Quantize Exceptions

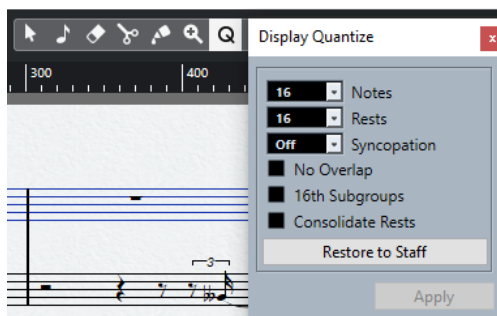
Some situations may require different staff settings on different sections of the track. The staff settings are valid for the entire track, but you can insert changes wherever you like.

---

PROCEDURE

1. Select the **Display Quantize** tool on the toolbar.

The **Display Quantize** dialog opens.



2. Set the quantize values.
3. On the **Filters** bar, activate **Quantize** to show the quantize markers.
4. If you want to restore the settings to the ones used in the **Score Settings** dialog (**Staff** tab), click **Restore to Staff**.
5. Move the mouse over the staff where you want to insert a new **Display Quantize** value.

NOTE

You can also apply **Display Quantize** changes to active voices. To do this, activate the voice on the extended toolbar.

---

Use the **Mouse Time Position** display in the status line to find the exact note position. The vertical position is not relevant.



6. Click the mouse button to insert a **Display Quantize** event.
-

#### RESULT

The new quantize settings are now inserted into the staff at the position where you clicked. The settings are valid until a new change is inserted. **Display Quantize** events are always inserted for all voices.

If you are using polyphonic voices, you can insert a **Display Quantize** event for all voices by pressing **Alt/Opt** and clicking with the tool.

If **Display Quantize Tool Affects All Voices** is activated in the **Miscellaneous** category of the **Score Settings** dialog (**Project-Notation Style** page), **Display Quantize** events are always inserted for all voices.

#### RELATED LINKS

[Display Quantize Dialog](#) on page 45

[Activating Voices and Entering Notes](#) on page 106

[Score Editor Toolbar](#) on page 7

[Filters](#) on page 16

[Status Line](#) on page 14

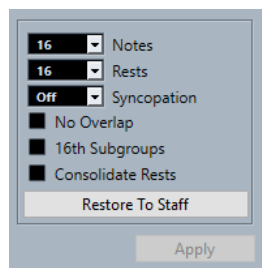
[Project - Notation Style Page](#) on page 77

[Polyphonic Voicing](#) on page 104

## Display Quantize Dialog

The **Display Quantize** dialog allows you to edit **Q** symbols/flags.

- To open the **Display Quantize** dialog, select **Display Quantize** on the **Score Editor** toolbar.



#### Notes

Set this value according to the smallest note position that you want to be displayed in the score. If the score contains only triplets, or mostly triplets, select one of the triplet options.

#### Rests

Set this value according to the smallest rest value that you want to be displayed in the score. If the score contains only triplets, or mostly triplets, select one of the triplet options.

This also determines how the length of notes is displayed. Set this value according to the smallest note length value you want to be displayed for a single note, positioned on a beat.

#### Syncopation

If this is set to **Off**, the program adds ties to long notes extending over beats. If this is set to **Relax** or **Full**, it does not.

#### No Overlap

Cuts off one note where the next starts.

#### 16th Subgroups

Creates beamed subgroups of sixteenth note pairs.

### Consolidate Rests

Joins groups of two consecutive rests into one.

### Restore to Staff

Sets the dialog to the settings made in the **Score Settings** dialog.

#### RELATED LINKS

[Staff - Main Tab](#) on page 91

## Resolving Parts That Contain Mixed Notes and Triplets

You can split the notes on a staff into separate tracks or convert a polyphonic staff into polyphonic voices.

#### PREREQUISITE

You have created a copy of the original track. This is useful, because this operation changes the original MIDI data.

---

#### PROCEDURE

1. Select **Scores > Functions > Explode**.
2. In the **Explode** dialog, make your changes.
3. Click **OK**.

---

#### RESULT

A number of new tracks is now added to the score and the **Project** window.

#### RELATED LINKS

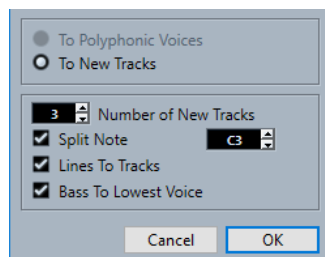
[Explode Dialog](#) on page 46

[Moving Notes to Voices via the Explode Dialog](#) on page 107

## Explode Dialog

The **Explode** dialog allows you to move notes to different voices or tracks.

- To open the **Explode** dialog, select **Scores > Functions > Explode**.



### To Polyphonic Voices

Allows you to move the notes to polyphonic voices.

### To New Tracks

Allows you to move the notes to newly created tracks.

### Number of New Tracks

Allows you to set up how many new tracks are created for the notes. If you have a three-part polyphonic section and want to split this into three separate tracks, you must specify two new tracks, since the original track holds one of the parts.

### Split Note

Moves all notes below a certain pitch to another track or another voice.

### Lines to Tracks

Moves each musical line to one track or to another voice. The notes with the highest pitch remain on the original track or in the first voice, the notes with the second highest pitch are moved to the first new track or the second voice, and so on.

### Bass to Lowest Voice

If this option is activated, the lowest notes always end up on the lowest track or the lowest voice.

#### RELATED LINKS

[Explode Dialog](#) on page 46

## Converting MIDI Notes to Match the Score

You can change the lengths and positions of some or all the MIDI notes in the edited parts so that they have exactly the values shown on screen.

#### PREREQUISITE

You have duplicated your track as a backup.

---

#### PROCEDURE

1. Open the part in the **Score Editor**.
2. Make sure that the notes you want to change are not hidden.
3. Select **Scores > Functions > Score Notes to MIDI**.

---

#### RESULT

The notes are converted so that their lengths and positions match the displayed values exactly.

#### AFTER COMPLETING THIS TASK

Open the **Score Settings** dialog on the **Staff** tab and verify if you can deactivate some of the **Display Quantize** settings.

#### RELATED LINKS

[Staff - Main Tab](#) on page 91

## Adjusting Rests

If there is no rest after a note although there should be one, you can try changing the settings in the **Score Settings** dialog.

---

#### PROCEDURE

1. Open the **Score Settings** dialog (**Staff-Main** tab).
2. Do one of the following:

- Activate **Clean Lengths**.
  - Change the **Notes** value.
  - Lower the **Rests** value.
3. Click **Apply**.
- 

RELATED LINKS

[Staff - Main Tab](#) on page 91

## Adjusting Note Lengths

If the recorded note is displayed with the wrong length, you can try changing the settings in the **Score Settings** dialog.

---

PROCEDURE

1. Open the **Score Settings** dialog (**Staff-Main** tab).
  2. Set up the correct **Display Quantize** value for notes and rests.
  3. Deactivate **Auto Quantize** unless you have mixed triplets and regular notes.
  4. Deactivate **No Overlap** in the **Interpretation Options** section.
  5. Click **Apply**.
- 

RELATED LINKS

[Staff - Main Tab](#) on page 91



# Entering and Editing Notes

You can create scores by entering and editing notes in the **Score Editor**.

## NOTE

In the **Score Settings** dialog (**Project-Font Settings** page), you can specify the font and style that is used for notes and other elements in the score.

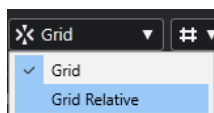
## RELATED LINKS

- [Project - Font Settings Page](#) on page 73
- [Setting up the Font for Other Elements](#) on page 186
- [Setting up the Staff](#) on page 51
- [Note Values and Positions](#) on page 52
- [Note Input](#) on page 54
- [Note Selection](#) on page 56
- [Note Editing Overlay](#) on page 62
- [Editing Note Positions](#) on page 58
- [Editing Note Pitches](#) on page 59
- [Further Note Length Adjustment Methods](#) on page 63
- [Moving Notes across Staves](#) on page 60
- [Duplicating Notes](#) on page 61
- [Cut, Copy, and Paste](#) on page 61
- [Splitting Notes](#) on page 66
- [Deleting Notes](#) on page 66
- [Setting up a Split Staff](#) on page 66
- [Multiple Staves](#) on page 67

## Snap

The notes that you enter or edit in the **Score Editor** snap to positions defined by the note length and quantize values.

The **Snap Type** pop-up menu on the toolbar allows you to select how notes are moved or copied.



- **Grid**  
Snaps notes to exact grid positions.
- **Grid Relative**  
Maintains a note in its relative position to the grid.

## RELATED LINKS

- [Score Editor Toolbar](#) on page 7
- [Note Input](#) on page 54

## Acoustic Feedback

**Acoustic Feedback** allows you to hear the pitch of the note while moving to hear the pitch of the note at the mouse position.

When entering or editing notes, consider activating **Acoustic Feedback** on the **Score Editor** toolbar.

### RELATED LINKS

[Score Editor Toolbar](#) on page 7

[Editing Note Pitches](#) on page 59

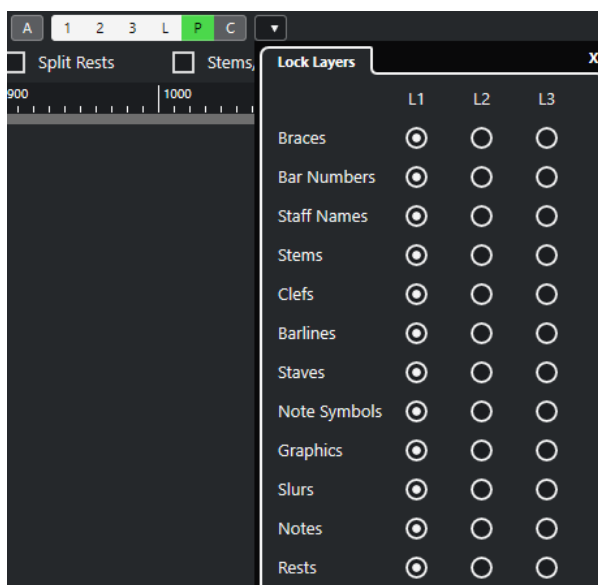
[Note Input](#) on page 54

## Lock Layers

You can assign different types of objects to different lock layers and instruct Cubase to lock one or two of these layers. This way, you cannot accidentally move other edit them.

To set up which type of object belongs to which lock layer, do one of the following:

- In the **Preferences** dialog (**Scores-Note Layer** page) adjust the layer setting for each object type.
- Open the **Set Up Score Lock Layers** menu on the extended toolbar to show which object types are associated with that layer.



### RELATED LINKS

[Layers](#) on page 137

[Assigning Note Layer Symbols to Layers](#) on page 138

[Extended Toolbar](#) on page 15

[Activating Layers](#) on page 139

## Setting up the Staff

Before you start entering notes, you must make some initial staff settings.

---

### PROCEDURE

1. Do one of the following:

- Activate the staff, and select **Scores > Settings**.
- Double-click on the rectangle to the left of the staff.
- Activate the staff, and click **Get Info** on the extended toolbar.

2. Make your changes and click **Apply**.

If you want to reuse settings made for one track in other tracks, you can save some time by creating a staff preset.

### NOTE

There are a number of staff presets available, set up to suit various instruments, for example. Use them as they are, or as starting points for your own settings.

---

3. Click anywhere in the staff or use the **Up Arrow / Down Arrow** keys to activate another staff.

4. Make your changes and click **Apply**.

---

### RELATED LINKS

[Staff – Main Tab](#) on page 91

[Score Settings – Staff Tab](#) on page 90

[Saving Staff Presets](#) on page 91

## Suggested Initial Settings

We suggest the following initial settings:

---

Option	Suggested setting
Display Quantize: Notes	64
Display Quantize: Rests	64
Auto Quantize	Activated
Syncopation	Off
Consolidate Rests	Off
Clean Lengths	Off
No Overlap	Off
Shuffle	Off
Key	As required

Option	Suggested setting
Clef	As required
Auto Clef	Activate this if you want the program to select a treble or bass clef automatically.
Display Transpose value	0
Options tab settings	As is
Polyphonic tab settings	Staff Mode: Single
Tablature tab settings	Tablature Mode deactivated

#### NOTE

If you set up **Display Quantize** values for notes and rests that are too large, the notes you try to enter may not be displayed as intended.

---

#### RELATED LINKS

[Setting up a Split Staff](#) on page 66

[Score Editor Basics](#) on page 25

[Staff – Main Tab](#) on page 91

## Note Values and Positions

The most important settings for entering notes are the position of the note, the length of the note, that is, the note value, and the minimum spacing between notes, that is, the value that is selected in the **Quantize Presets** pop-up menu.

#### RELATED LINKS

[Note Positions](#) on page 52

[Selecting a Note Value for Input](#) on page 53

[Selecting a Quantize Preset](#) on page 54

## Note Positions

You can use the graphical position in the score to determine the note position. However, you can also verify the position numerically.

The relation between beats and bars depends on the time signature: In 4/4 there are 4 beats to a bar. In 8/8 there are eight, in 6/8 there are six, etc. The third number is the sixteenth note within the beat. The time signature determines the number of sixteenth notes to each beat. In a quarter-note-based time signature (4/4, 2/4, etc.), there are four sixteenth notes to each beat, in an eighth-note-based time signature (3/8, 4/8, etc.), there are two sixteenth notes, etc. The last value is in ticks, with 480 ticks per quarter note (and thus 120 ticks per sixteenth note).

Some note positions and their corresponding position values:

### Eighth note positions

- 

1.1.1.0 1.1.3.0 1.1.5.0 1.1.7.0 1.2.1.0 1.2.3.0 1.2.5.0 1.2.7.0
- 

1.1.1.0 1.1.3.0 1.2.1.0 1.2.3.0 1.1.3.0 1.3.3.0 1.4.1.0 1.4.3.0
- 

1.1.1.0 1.2.1.0 1.3.1.0 1.4.1.0 1.5.1.0 1.6.1.0 1.7.1.0 1.8.1.0

### Eighth note triplet positions

- 

1.1.1.0 1.1.2.40 1.1.3.80 1.1.5.0 1.1.6.40 1.1.7.80 1.2.1.0 1.2.2.40 1.2.3.80 1.2.5.0 1.2.6.40 1.2.7.80
- 

1.1.1.0 1.1.2.40 1.1.3.80 1.2.1.0 1.2.2.40 1.2.3.80 1.3.1.0 1.3.2.40 1.3.3.80 1.4.1.0 1.4.2.40 1.4.3.80
- 

1.1.1.0 1.1.2.40 1.2.1.80 1.3.1.0 1.3.2.40 1.4.1.80 1.5.1.0 1.5.2.40 1.6.1.80 1.7.1.0 1.7.2.40 1.8.1.80

### Sixteenth note positions

- 

1.1.1.0 1.1.2.0 1.1.3.0 1.1.4.0 1.1.5.0 1.1.6.0 1.1.7.0 1.1.8.0 1.2.1.0 1.2.2.0 1.2.3.0 1.2.4.0 1.2.5.0 1.2.6.0 1.2.7.0 1.2.8.0
- 

1.1.1.0 1.1.2.0 1.1.3.0 1.1.4.0 1.2.1.0 1.2.2.0 1.2.3.0 1.2.4.0 1.3.1.0 1.3.2.0 1.3.3.0 1.3.4.0 1.4.1.0 1.4.2.0 1.4.3.0 1.4.4.0
- 

1.1.1.0 1.1.2.0 1.2.1.0 1.2.2.0 1.3.1.0 1.3.2.0 1.4.1.0 1.4.2.0 1.5.1.0 1.5.2.0 1.6.1.0 1.6.2.0 1.7.1.0 1.7.2.0 1.8.1.0 1.8.2.0

## Selecting a Note Value for Input

You can select a note value for note input.

---

#### PROCEDURE

- Do one of the following:
  - On the extended toolbar, activate a note symbol.  
You can activate any note value from **1/1** to **1/64** and the dotted and triplet options.
  - On the toolbar, select an option from the **Length Quantize** pop-up menu.

---

#### RESULT

The selected note value is displayed in the **Length Quantize** field on the toolbar and reflected by the cursor shape of the **Insert Note** tool.

RELATED LINKS

[Length Quantize](#) on page 11

[Unusual Note Values](#) on page 54

## Unusual Note Values

Some unusual note values cannot be selected directly, for example, double dotted notes.

You can create those notes by changing the length of the note. You can glue notes together or use the **Display Length** feature.

RELATED LINKS

[Further Note Length Adjustment Methods](#) on page 63

[Editing Note Lengths with the Glue Tool](#) on page 65

[Editing the Displayed Note Lengths](#) on page 65

## Selecting a Quantize Preset

You can select a quantize preset. This is useful to control the positioning of notes. Selecting a **Quantize Preset** value of **1/8**, for example, allows you to insert and move notes to eighth note positions, at quarter notes, at half bars, or at bar positions.

---

PROCEDURE

1. On the toolbar, open the **Quantize Presets** pop-up menu.
  2. Select a value that corresponds to the smallest note value in the project.
- 

RELATED LINKS

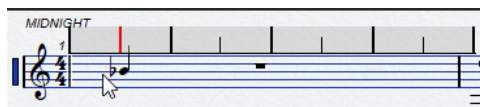
[Quantize Presets](#) on page 11

## Note Input

You can show bars and beats positions when you insert notes.

You can enter and edit notes with the computer keyboard or with the mouse.

If you activate **Show Bars and Beats Positions When Inserting Notes** in the **Preferences** dialog (**Scores—Editing** page), the bars and beats positions are shown when you enter or edit notes. This allows you to find the correct position.



---

NOTE

The position snaps to the grid that is defined by the quantize value.

---

RELATED LINKS

[Entering Notes with the Computer Keyboard](#) on page 55

[Entering Notes with the Mouse](#) on page 55

[Snap](#) on page 49

[Acoustic Feedback](#) on page 50

[Selecting a Quantize Preset](#) on page 54

## Entering Notes with the Computer Keyboard

You can enter notes with the computer keyboard.

---

### PROCEDURE

1. On the extended toolbar, activate a note value button.
2. On the **Score Editor** toolbar, activate the **Step/MIDI Input** section.
3. Open the **Set up Computer Keyboard Input** pop-up menu, and make your settings.
4. Activate **Computer Keyboard Input**.

A note of the specified note value is shown at the cursor position.

### NOTE

If **Show Bars and Beats Positions When Inserting Notes** is activated in the **Preferences** dialog (**Scores—Editing** page), the bars and beats positions are shown when you click and hold down the mouse button. This allows you to find the correct position.

---

5. Adjust the pitch of the note by doing one of the following:
    - Press the key that corresponds to the note on your computer keyboard.
    - Use the **Up Arrow** / **Down Arrow** key to transpose the note in semitone steps.
    - Use the **Page Up** / **Page Down** key to transpose the note in octave steps.
  6. Adjust the insert position of the note by using the **Left Arrow** and **Right Arrow** key. The value that is selected in the **Quantize Presets** pop-up menu is taken into account.
  7. Adjust the length of the note by holding down **Shift** and using the **Left Arrow** and **Right Arrow** key. This changes the note value step by step.
  8. Enter chords by pressing **Shift - Return** and entering the chord notes.
- 

### RESULT

The notes are inserted.

### RELATED LINKS

[Extended Toolbar](#) on page 15

[Score Editor Toolbar](#) on page 7

## Entering Notes with the Mouse

You can enter notes with the mouse.

---

### PROCEDURE

1. Activate the staff.
2. Do one of the following:
  - On the extended toolbar, click a note value symbol.
  - On the toolbar, select the **Insert Note** tool.
3. On the toolbar, open the **Quantize Presets** pop-up menu and select a value. This determines the spacing between notes. If you select 1/1, you can only add notes at downbeats. If you select 1/8, you can add notes at eighth note positions, etc.

4. Click in the staff and keep the mouse button pressed.  
The **Insert Note** tool changes into a note symbol.
5. Adjust the pitch of the note by moving the mouse vertically.

#### NOTE

- If **Use Mouse Wheel to Transpose Notes** is activated in the **Preferences** dialog (**Scores—Editing** page), you can change the pitch of the note with the mouse wheel.
  - If **Show Note Info by the Mouse** is activated in the **Preferences** dialog (**Scores—Editing** page), the position and pitch of the note is also shown in a tooltip next to the pointer while you are dragging.
- 

6. Adjust the insert position by moving the mouse horizontally.

#### NOTE

If **Show Bars and Beats Positions When Inserting Notes** is activated in the **Preferences** dialog (**Scores—Editing** page), the bars and beats positions are shown when you click and hold down the mouse button. This allows you to find the correct position.

---

7. Input chords by entering the chord notes at the same insert position.
  8. Release the mouse button to insert the note.
- 

#### RESULT

The note is inserted.

#### IMPORTANT

If you activate **Show Pitch When Inserting Notes** in the **Preferences** dialog (**Scores—Editing** page), you do not need to keep the mouse button pressed to see the note as it would be inserted in the score.

---

#### RELATED LINKS

- [Score Editor Toolbar](#) on page 7
- [Extended Toolbar](#) on page 15
- [Activating a Staff](#) on page 27
- [Selecting a Note Value for Input](#) on page 53
- [Note Editing Overlay](#) on page 62

## Note Selection

There are several options to select notes.

#### RELATED LINKS

- [Selecting Notes by Clicking](#) on page 57
- [Selecting Notes with the Object Selection Tool](#) on page 57
- [Selecting Notes with the Arrow Keys](#) on page 57
- [Selecting Tied Notes](#) on page 58



## Selecting Notes by Clicking

You can select notes by clicking.

---

### PROCEDURE

- Do one of the following:
  - Select a note by clicking a notehead with the **Object Selection** tool.
  - Select more notes by holding down **Shift** and clicking their noteheads.
  - Select a note and all the following notes in the same staff by holding down **Shift** and double-clicking a notehead.

---

### RESULT

The notehead is highlighted to indicate that it is selected.

### RELATED LINKS

[Object Selection](#) on page 7

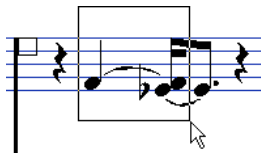
## Selecting Notes with the Object Selection Tool

You can select notes with the **Object Selection** tool.

---

### PROCEDURE

1. Click in an empty area in the score with the **Object Selection** tool and keep the mouse button pressed.
2. Drag a selection rectangle to select the notes.



3. Release the mouse button.

---

### RESULT

All notes with noteheads inside the rectangle are selected.

### RELATED LINKS

[Object Selection](#) on page 7

## Selecting Notes with the Arrow Keys

You can select notes with the keyboard.

---

### PROCEDURE

- Do one of the following:
  - Select the previous note in the staff by using the **Left Arrow** key.
  - Select the next note in the staff by using the **Right Arrow** key.
  - Select a series of notes by holding down **Shift** and using the **Left Arrow** or the **Right Arrow** key.

#### RESULT

If you are working with polyphonic voices, you step through the notes on the current track, that is, in a split system, you step through the staves.

#### NOTE

If you want to use other keys for selecting notes, you can customize the settings in the **Key Commands** dialog (**Navigate** category).

---

## Selecting Tied Notes

You can select tied notes.

---

#### PROCEDURE

- To select the entire note for editing, click the first notehead of the tied note with the **Object Selection** tool.

#### IMPORTANT

If you activate **Tied Notes Selected as Single Units** in the **Preferences** dialog (**Scores—Editing** page), you can also select the entire note by clicking the notehead of the tied note.

---

#### RELATED LINKS

[Tied Notes](#) on page 130

## Deselecting Notes

You can deselect notes.

---

#### PROCEDURE

- Click in an empty area of the score with the **Object Selection** tool.
- 

## Editing Note Positions

You can edit note time positions by dragging, by using the info line or by using key commands.

---

#### PROCEDURE

1. On the toolbar, open the **Quantize Presets** pop-up menu and select a quantize preset. This helps you when you move notes to specific time positions.
2. Select the notes that you want to move.
3. Do one of the following:
  - Press **Ctrl/Cmd** and drag the notes horizontally to a new position.

#### NOTE

If you want to see the position and pitch of the note in a tooltip while you drag, activate **Show Note Info by the Mouse** in the **Preferences** dialog (**Scores—Editing** page).

---

- On the info line, click the **Start** value field and change the value to move the note to a new time position.

- Press **Ctrl/Cmd - Left Arrow** or **Ctrl/Cmd - Right Arrow**.
- 

RELATED LINKS

[Selecting a Quantize Preset](#) on page 54

## Editing Note Pitches

You can edit note pitches by dragging, by using the info line or by using key commands.

PREREQUISITE

NOTE

To restrict vertical movement to inside the current key only, open the **Event Movement Restrictions** pop-up menu on the **Score Editor** toolbar, and activate **Keep Notes within Key**.

---

PROCEDURE

1. Select the notes that you want to move.
2. Do one of the following:
  - Click one of the selected notes and drag it vertically to a new position.  
On the status line, the **Mouse Value** displays the new pitch for the dragged note.

NOTE

If you want to see the position and pitch of the note in a tooltip while you drag, activate **Show Note Info by the Mouse** in the **Preferences** dialog (**Scores—Editing** page).

---

- On the info line, click the **Pitch** value field and change the value to move the note to a new note pitch.

NOTE

If you change the **Pitch** value for several selected notes, all selected notes are moved by an equal amount. To set all notes to the same pitch instead, hold down **Ctrl/Cmd** while changing the value.

---

- Assign key commands to the **Up** and **Down** functions in the **Nudge** category of the **Key Commands** dialog and use them.
- 

RELATED LINKS

[Setting up Note Names](#) on page 39

[Event Movement Restrictions](#) on page 10

[Acoustic Feedback](#) on page 50

[Selecting a Quantize Preset](#) on page 54

[Note Editing Overlay](#) on page 62

## Editing Note Pitches via MIDI

You can edit note pitches by using your MIDI keyboard.

---

PROCEDURE

1. On the toolbar, activate the **MIDI Input** button and the **Record Pitch** button to the right.

- Optional: Activate **Record NoteOn Velocity** and **Record NoteOff Velocity** if you also want to change the note-on and/or note-off velocity.
  - Select the first note that you want to edit.
  - Press a key on your MIDI keyboard to assign a new pitch to the selected note.  
The note takes on the pitch of the key you pressed, and the next note is selected automatically.
  - Optional: Press the **Left Arrow** and **Right Arrow** key to select the previous or the next note.
- 

RELATED LINKS

[Setting up Note Names](#) on page 39

[Score Editor Toolbar](#) on page 7

[Event Movement Restrictions](#) on page 10

## Editing Note Pitches with the Transpose Palette

You can transpose selected notes by using the **Transpose Palette**.

---

PROCEDURE

- Right-click the **Score Editor** toolbar, and activate **Transpose Palette**.
  - Select the notes that you want to transpose.
  - Do one of the following:
    - To transpose the note up in steps of one semitone, click **Move Up**.
    - To transpose the note down in steps of one semitone, click **Move Down**.
    - To transpose the note up in steps of one octave, click **Move Up More**.
    - To transpose the note down in steps of one octave, click **Move Down More**.
- 

RELATED LINKS

[Setting up Note Names](#) on page 39

[Event Movement Restrictions](#) on page 10

[Score Editor Toolbar](#) on page 7

## Moving Notes across Staves

You can move notes from one staff to another. This is useful if you edit several tracks.

---

PROCEDURE

- On the toolbar, open the **Quantize Presets** pop-up menu and select a quantize preset.  
This helps you when you move notes to specific time positions.
  - On the extended toolbar, make sure **L** is deactivated.
  - Select the notes on the same staff.
  - Click one of the notes and drag them to the new system.  
The active staff rectangle indicates on which staff the dragged notes appear.
- 

RESULT

The notes are moved to the other staff.

RELATED LINKS

[Extended Toolbar](#) on page 15

[Selecting a Quantize Preset](#) on page 54

## Duplicating Notes

You can duplicate notes, even on different systems at the same time.

---

PROCEDURE

1. On the toolbar, open the **Quantize Presets** pop-up menu, and select a quantize preset. This helps you when you move notes to specific time positions.
2. Select the notes that you want to duplicate.
3. Press **Alt/Opt** and drag the notes to a new position.

NOTE

- To restrict movements to one direction, press **Ctrl/Cmd** while dragging.
- To restrict vertical movement to inside the current key only, open the **Event Movement Restrictions** pop-up menu on the **Score Editor** toolbar, and activate **Keep Notes within Key**.

- 
4. Release the mouse button.
- 

RESULT

The duplicated notes are inserted.

RELATED LINKS

[Copying Notes and Symbols between Bars](#) on page 164

[Event Movement Restrictions](#) on page 10

[Selecting a Quantize Preset](#) on page 54

## Cut, Copy, and Paste

You can use the regular commands to cut, copy, or paste notes.

### Pasting Notes from the Clipboard

You can paste notes from the clipboard into your score.

---

PROCEDURE

1. Activate the staff into which you want to paste notes.
  2. Hold down **Alt/Opt - Shift**, and click at the position in the score where you want the first note to appear. This moves the project cursor to that position.
  3. Select **Edit > Paste** or use the default key command **Ctrl/Cmd - V**.
- 

RESULT

The notes are pasted into the score, beginning at the project cursor. If the cut or copied notes come from different staves, they are also inserted on different staves. Otherwise, the notes are

inserted on the active staff. They keep the pitch and relative positions they had when you cut or copied them.

## Note Editing Overlay

The **Note Editing Overlay** allows you to edit note durations, note time positions, display durations, and note velocities in a similar way as in the **Key Editor**.

- To display the **Note Editing Overlay**, activate the **Note Editing Overlay** section on the **Score Editor** toolbar, and activate **Note Editing Overlay On/Off**.



### Edit MIDI Note Duration

Allows you to edit the MIDI durations of the notes and the note positions.

### Edit Display Duration

Allows you to edit the display durations of the notes.

### Edit Velocities

Allows you to edit the note velocities.

### Snap

Snaps the durations and positions to the value that is set in the **Quantize Presets** pop-menu on the **Score Editor** toolbar.

### Lock Overlay

Locks the overlay to the position from where you opened it. If you deactivate this, the overlay follows the mouse position.

### NOTE

Moving the overlay to a different staff with the mouse automatically activates this staff for editing.

---

### Show above/below Staff

Allows you to move the overlay above or below the active staff.

### MIDI note durations/Display durations/Velocities

The note durations, the display durations and the velocities in the overlay are shown as rectangles, and the selected note duration or velocity is shown in the color that you specified for **Selected Events** in the **Preferences** dialog (**Scores-Colors for Additional Meanings** page).



### RELATED LINKS

[Score Editor Toolbar](#) on page 7

[Editing Notes and Velocities Using the Overlay](#) on page 63

## Editing Notes and Velocities Using the Overlay

You can edit note durations, note time positions, display durations, and note velocities in the **Score Editor** in a similar way as in the **Key Editor**.

---

### PROCEDURE

1. On the toolbar, activate **Note Editing Overlay On/Off**.
2. Optional: Use the **Zoom** tool or the mouse wheel to zoom in on the bar that you want to edit.
3. Optional: Activate **Lock Overlay** to lock the overlay to a position.
4. Do one of the following:
  - To edit the actual note durations in the overlay, activate **Edit MIDI Note Duration**, and drag the ends of the rectangles to the left or right.
  - To edit the displayed note durations in the overlay, activate **Edit Display Duration**, and drag the ends of the rectangles to the left or right.
  - To edit note positions in the overlay, activate **Edit MIDI Note Duration**, and drag the rectangles to the left or right.
  - To edit note velocities in the overlay, activate **Edit Velocities**, and drag the upper ends of the rectangles up or down.

The object that is selected for editing is shown in a different color. Depending on your edits, the **Start**, **End**, **Length**, and **Velocity** value fields on the info line display the value changes while you are editing.

### NOTE

Use the **Options** pop-up menu to display notes and velocities in the overlay in specific colors such as pitch colors, velocity colors, or channel colors.

You can change the color of the selected note in the **Preferences** dialog (**Scores–Colors for Additional Meanings** page).

- 
5. Optional: Move the mouse to a different bar and repeat the steps above. If **Lock Overlay** is activated, you must deactivate this first.  
Moving the mouse to a different position moves the overlay. If you move the overlay to a different staff, this automatically activates this staff for editing.
  6. When you are done, deactivate **Note Editing Overlay On/Off** on the **Score Editor** toolbar.
- 

### RELATED LINKS

- [Note Editing Overlay](#) on page 62
- [Options](#) on page 10
- [Zoom Tool](#) on page 24
- [Zooming with the Mouse Wheel](#) on page 24

## Further Note Length Adjustment Methods

You can edit the actual length of the notes, or you can edit the displayed length of the notes.

The **Score Editor** is special in that it does not necessarily display the notes with their actual length. The appearance of notes and rests in the score is determined by the **Display Quantize** settings in the **Score Settings** dialog (**Staff** tab). Depending on your settings, notes may be displayed as if they were longer than they really are.

RELATED LINKS

[Editing Note Lengths with the Note Value Buttons](#) on page 64

[Score Settings – Staff Tab](#) on page 90

[Editing Note Lengths Using the Info Line](#) on page 64

[Editing Note Lengths with the Glue Tool](#) on page 65

[Editing the Displayed Note Lengths](#) on page 65

## Editing Note Lengths with the Note Value Buttons

You can edit the note length of one or more selected notes with the note value buttons on the extended toolbar.

PREREQUISITE

In the **Score Settings** dialog (**Staff** tab), the **Display Quantize** values for notes and rests are set up in a way that they allow to display notes of the desired note value. Depending on your settings, notes may be displayed as if they were longer than they really are.

---

PROCEDURE

1. Select the notes that you want to change.
2. Hold down **Ctrl/Cmd**, and on the extended toolbar, click one of the note value buttons.

NOTE

You must select a note value that is larger than the current note value.

---

RESULT

The note length of the selected notes changes according to the note value button that you clicked.

RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

## Editing Note Lengths Using the Info Line

You can enter and edit note lengths by using the info line.

PREREQUISITE

In the **Score Settings** dialog (**Staff** tab), the **Display Quantize** values for notes and rests are set up in a way that they allow you to display notes of the desired note value. Depending on your settings, notes may be displayed as if they were longer than they really are.

---

PROCEDURE

1. Select the notes that you want to change.
  2. On the info line, click the **Length** value field and change the value to change the note length.
- 

RESULT

The note length of the selected notes changes accordingly.

RELATED LINKS

[Info Line](#) on page 15



## Editing Note Lengths with the Glue Tool

You can edit note lengths by gluing notes of the same pitch together.

### PREREQUISITE

In the **Score Settings** dialog (**Staff** tab), the **Display Quantize** values for notes and rests are set up in a way that they allow you to display notes of the desired note value. Depending on your settings, notes may be displayed as if they were longer than they really are.

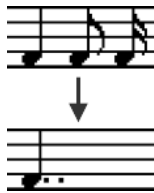
---

### PROCEDURE

1. Select the notes that you want to glue together.
  2. On the toolbar, select the **Glue** tool.
  3. Click the first note.
- 

### RESULT

This note is glued to the next note with the same pitch. The note length changes according. By gluing together a quarter note, an eighth note, and a sixteenth note, you get a double dotted quarter note, for example.



### RELATED LINKS

- [Glue](#) on page 8
- [Display Quantize](#) on page 92

## Editing the Displayed Note Lengths

You can change the displayed length of notes without affecting how they play back.

---

### PROCEDURE

- Do one of the following:
    - On the toolbar, select the **Display Quantize** tool, and click the note.
    - Click a note event, in the right zone open the **Extended Options** section, and enter a value in the **Disp. Length** field.
    - Double-click a note event, and in the **Set Note Info** dialog, enter a value in the **Disp. Length** field, and click **Apply**.
- 

### RESULT

The note is now displayed according to its display length setting.

### RELATED LINKS

- [Score Settings – Staff Tab](#) on page 90
- [Set Note Info Dialog](#) on page 115
- [Extended Options Section](#) on page 119
- [Display Quantize Dialog](#) on page 45
- [Inserting Display Quantize Exceptions](#) on page 44

## Splitting Notes

You can split two notes that are strung together by a tie.

---

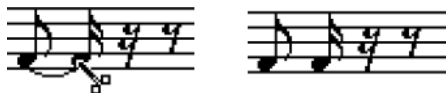
### PROCEDURE

1. On the **Score Editor** toolbar, select the **Split** tool.
2. Click the second note, that is, the note that is tied.

---

### RESULT

The note is divided into two. Both note lengths are kept.



Before and after splitting a tied note

### RELATED LINKS

[Score Editor Toolbar](#) on page 7  
[Tied Notes](#) on page 130

## Deleting Notes

You can delete notes.

---

### PROCEDURE

- Do one of the following:
  - On the toolbar, select the **Erase** tool, and click the notes that you want to erase.
  - On the toolbar, select the **Erase** tool, draw a selection rectangle around the notes that you want to erase, and click any of the notes.
  - Select the notes that you want to erase, and select **Edit > Delete**.
  - Select the notes that you want to erase, and press **Delete** or **Backspace** on the computer keyboard.

---

### RELATED LINKS

[Score Editor Toolbar](#) on page 7

## Setting up a Split Staff

You can set up a split staff.

---

### PROCEDURE

1. Activate the staff.
2. Select **Scores > Settings**.
3. Select the **Staff** tab and open the **Polyphonic** page.
4. Open the **Staff Mode** pop-up menu, and select **Split**.
5. Set a value in the **Split Point** field.

Notes below the set split point are moved to the lower clef, notes above the split point are moved to the upper clef.

6. Click **Apply**.

---

RESULT

The staff is split at C3.



Before and after setting a split at C3



AFTER COMPLETING THIS TASK

If the default piano clef settings for the upper and lower staff are not what you want, open the **Main** tab in the **Score Settings** dialog, and in the **Key/Clef** section, adjust these settings.

RELATED LINKS

[Activating a Staff](#) on page 27

[Setting the Initial Clef, Key, and Time Signature](#) on page 28

[Staff - Main Tab](#) on page 91

[Staff - Polyphonic Tab](#) on page 98

## Multiple Staves

When you have parts on several tracks selected in the **Project** window, these are put on one staff each when you open the **Score Editor**. This allows you to work on several staves in parallel.

The settings in the **Score Settings** dialog (**Staff** tab) are specific to each staff. You can keep the **Score Settings** dialog open and select one staff after the other, make your settings, and click **Apply**.

NOTE

If several staves share settings, consider saving a staff preset, and apply it to the other staves one at a time.

---

You can select notes from one or several staves at the same time, using any of the selection methods.

When you enter or edit notes, use the **Mouse Value** display on the status line to determine the pitch. Whether a note ends up on the upper or lower staff is governed by the **Split Point** setting in the **Score Settings** dialog (**Staff-Polyphonic** tab).

If you want to put two notes with the same pitch on different staves in different parts of the score, use polyphonic voicing.

RELATED LINKS

[Saving Staff Presets](#) on page 91

[Score Settings - Staff Tab](#) on page 90

[Staff – Polyphonic Tab](#) on page 98

[Entering and Editing Notes](#) on page 49

[Polyphonic Voicing](#) on page 104

## Inserting Clefs, Keys, or Time Signatures

You can insert clef, key, or time signature changes anywhere in the score.

---

### PROCEDURE

1. On the **Symbols** tab, open the **Clefs etc.** section.
2. Select the symbol that you want to insert.
3. Do one of the following:
  - To insert the symbol on one staff, click the position where you want to insert the symbol.
  - To insert the symbol on all staves, hold down **Alt/Opt**, and click the position where you want to insert the symbol.

### NOTE

- You can use the **Mouse Time Position** display on the status line to find the exact location.
- You can only insert time signature changes at the beginning of a bar. Time signature changes are inserted on the signature track, which affects all tracks.

---

### RESULT

If you insert a key change, **Display Transpose** is taken into account. This means that if you set all staves to a new key, the staves set to **Display Transpose** still show the correct key after the key change.

### NOTE

If some of the staves are bracketed, straight brackets only, as set up in the **Score Settings** dialog (**Layout** tab) inserting a symbol for one of these staves inserts it for all other staves within the bracket. Staves outside the bracket are not affected.

---

### RELATED LINKS

[Clefs Section](#) on page 142

[Status Line](#) on page 14

[Display Transpose](#) on page 95

[Adding Brackets and Braces](#) on page 215

## Editing Clefs, Keys, and Time Signatures

If you double-click a symbol, a dialog opens where you can change the settings.

If you hold down **Alt/Opt** when double-clicking, all symbols at the same position are changed accordingly. With keys, the **Display Transpose** value is taken into account.

- In the **Score Settings** dialog (**Project–Notation Style** page), you can find several options for how clef, key, and time signature changes are displayed.

You can also adjust the automatic spacing between these symbols in the **Score Settings** dialog (**Project–Spacings** page).

RELATED LINKS

[Project – Notation Style Page](#) on page 77

[Project – Spacings Page](#) on page 85

## Moving Clefs Graphically

You can move the clef graphically, without disturbing the relation between the clef and the notes.

PREREQUISITE

**Page Mode** is active.

---

PROCEDURE

1. On the toolbar, select the **Layout** tool.
2. Click the clef and drag it to the desired position.

NOTE

When you insert a clef change in the score, you can decide whether this has the same size as the first (default) clef symbol or whether it is displayed with a smaller symbol. Right-click the symbol and activate/deactivate **Display Clef Changes as Small Symbols**.

---

NOTE

If **Warnings for New Clef at Line Breaks** is activated on the **Clef** context menu and you inserted a clef change at a line break in the score, the clef change symbol is inserted in the last bar before the staff break. If this option is deactivated, the symbol is inserted in the first bar of the next staff line.

---

RELATED LINKS

[Page Mode](#) on page 14

## Troubleshooting for Note Display

**When I enter a note with one value, it is shown as a note with another value.**

- In the **Score Settings** dialog (**Staff–Main** tab), lower the **Rests** value.
- In the **Score Settings** dialog (**Staff–Main** tab), deactivate **Auto Quantize**, especially if you do not have any triplets or triplets only.

**When I change the length of a note, nothing happens.**

- In the **Score Settings** dialog (**Staff–Main** tab), set the **Notes** value to the smallest value that you have in your project.

**Notes are still shown with the wrong values although I have adjusted Display Quantize and the other staff settings.**

- Insert **Display Quantize** events.
- Use polyphonic voicing.
- Select **Scores > Functions > Score Notes to MIDI**.

**There are a number of short rests after my notes.**

- In the **Score Settings** dialog (**Staff –Main** tab), raise the **Rests** value.

- In the **Score Settings** dialog (**Staff –Main** tab), activate **Clean Lengths**.

**In the Score Settings dialog, I change the Display Quantize settings on the Staff page (Main subpage) and nothing happens.**

- Click **Apply**.
- Did you already insert **Display Quantize** events in the score? These override the staff settings.

**There is a pause after a note that I don't want.**

- Lengthen the note physically or graphically or delete it and add a new one with the correct note value.

**NOTE**

If this problem occurs a lot in your score, raise the **Rests** value in the **Display Quantize** section of the **Score Settings** dialog (**Staff–Main** tab).

---

**Notes are not displayed at the correct positions.**

- In the **Score Settings** dialog (**Staff–Main** tab), change the **Notes** value.

**One long note is shown as many tied notes.**

- Set up polyphonic voicing if other notes occur at the same positions but with different lengths.
- In the **Interpretation Options** section of the **Score Settings** dialog (**Staff–Main** tab), select a **Syncopation** option if the notes are syncopated.

**Notes are not tied as I want them.**

- Use the **Cut Notes** tool.

**When I select a note, nothing is shown on the info line.**

- The note is probably tied to another note. This means that the second note does not really exist, it is just a graphic indication that the main note is long. Select the main note instead.

**The note has an accidental when it shouldn't, or it doesn't when it should.**

- Move the note to the correct pitch or use enharmonic shifting.

RELATED LINKS

[Display Quantize](#) on page 92

[Interpretation Options](#) on page 93

[Inserting Display Quantize Exceptions](#) on page 44

[Enharmonic Shift buttons](#) on page 15

[Cut Notes](#) on page 8

# Score Settings Dialog

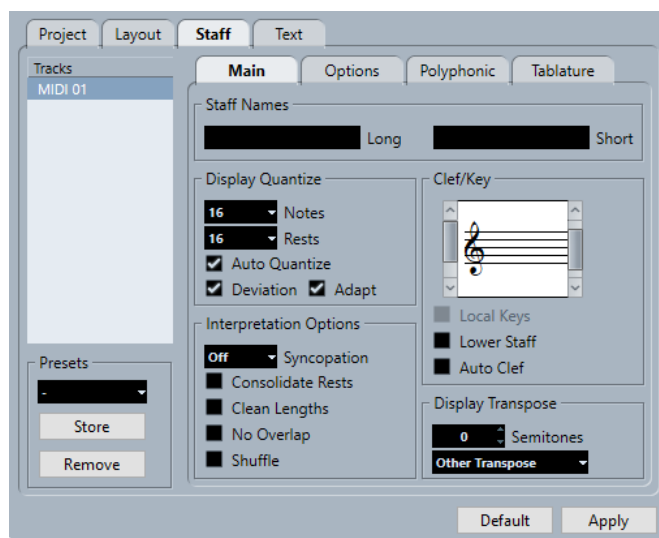
The **Score Settings** dialog is divided into several tabs that allow you to set up your score.

To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

## NOTE

You must click **Apply** to apply your settings.



The **Score Settings** is divided into several tabs:

### Project

Allows you to set up the font, notation style, accidentals, chord symbols, guitar library, and spacings for your project.

### Layout

Allows you to set up a layout for your score.

### Staff

Allows you to make settings for the staff and note appearance.

### Text

Allows you to make settings for lyrics and other text.

## RELATED LINKS

[Score Settings – Project Tab](#) on page 72

[Score Settings – Layout Tab](#) on page 87

[Score Settings – Staff Tab](#) on page 90

[Score Settings – Text Tab](#) on page 101

## Score Settings – Project Tab

On the **Project** tab, you can specify which font and style are used for various elements in the score.

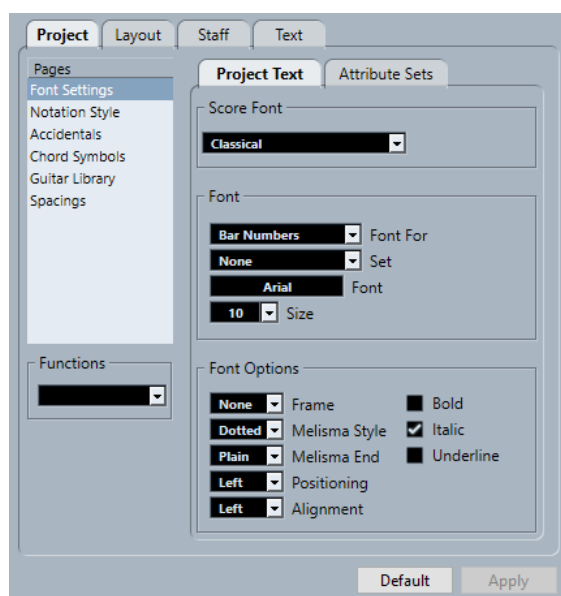
To open the **Project** tab of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, and select the **Project** tab.
- In the **Score Editor**, double-click to the left of a staff, and select the **Project** tab.

### NOTE

You must click **Apply** to apply your settings.

---



The **Project** tab is divided into several sections:

### Pages

Select a page to show its settings in the right section of the dialog.

### Functions

- **Load Current Pane**  
Loads an XML file containing settings for this page.
- **Load all**  
Loads an XML file containing settings for all the pages.
- **Save**  
Saves the settings for all the pages as an XML file.

### Default

Loads the default settings.

### Apply

Applies the current settings.

### RELATED LINKS

[Score Settings Dialog](#) on page 71

[Project – Font Settings Page](#) on page 73



- [Project – Notation Style Page](#) on page 77
- [Project – Accidentals Page](#) on page 82
- [Project – Chord Symbols Page](#) on page 83
- [Project – Guitar Library Page](#) on page 84
- [Project – Spacings Page](#) on page 85

## Project – Font Settings Page

On the **Font Settings** page, you can specify which font and style are used for various elements in the score.

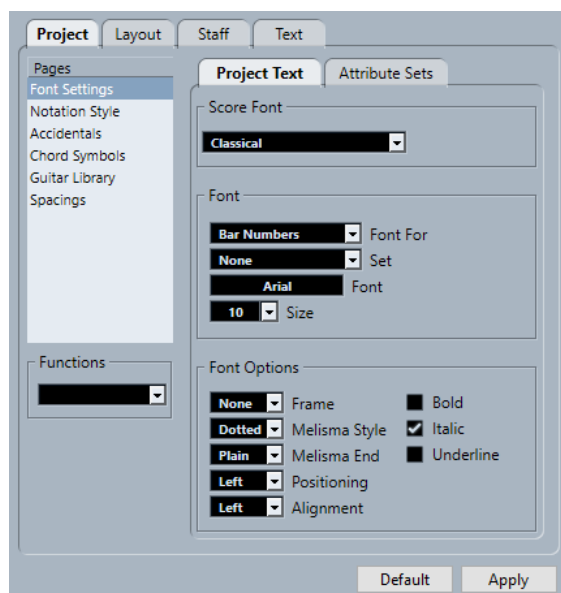
To open the **Font Settings** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Font Settings**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Font Settings**.

### NOTE

You must click **Apply** to apply your settings.

---



### NOTE

If you select text in the score display, the font options are also shown in the right zone of the **Score Editor**. These options only affect the selected element.

---

### RELATED LINKS

- [Score Settings – Project Tab](#) on page 72
- [Creating Text Attribute Sets](#) on page 184
- [Melisma Lines](#) on page 192
- [Right Zone](#) on page 19

## Project Text

On the **Font Settings** page, you can specify which font and style are used for various elements in the score.

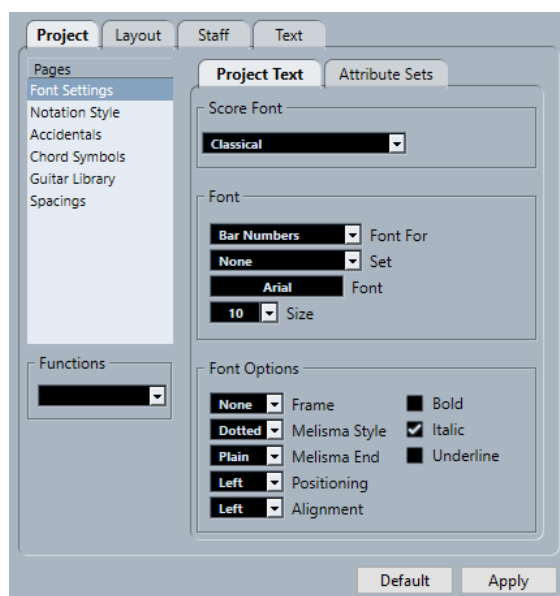
To open the **Font Settings** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Font Settings**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Font Settings**.

### NOTE

You must click **Apply** to apply your settings.

---



The following options are available:

## Score Font

### Score Font

This allows you to specify a font for the symbols and notes used in the score.

### NOTE

Cubase features the SMuFL-compliant fonts **Bravura** and **Petaluma**. SMuFL, that is, Standard Music Font Layout, is a font specification that maps all the different symbols required for music notation onto a standard layout. This allows for a new standard glyph mapping for musical symbols that is optimized for modern font formats.

---

## Font

### Font For

Allows you to select to which element the font is applied.

### Set

Allows you to select an attribute set. You can define and save attribute sets on the **Attribute Sets** tab. Select **None** to make manual settings.

### Font

Allows you to specify the font for the text.

#### NOTE

The **Steinberg** fonts are special fonts that Cubase uses. They are not suited for common text.

---

### Size

Sets the size of the text.

## Font Options

### Frame

Allows you to encase the text in a rectangular or oval frame.

### Melisma Style

Allows you to specify whether the melisma line is dotted or solid.

Melisma lines are shown when you add a text symbol and you drag the handle at the right edge of the text block to the right. This can be used for specifying duration or for indicating lyrics sung over several syllables, for example.

### Melisma End

Allows you to specify how the melisma line ends.

### Positioning

Allows you to select which side of the text block is used for calculating its position.

This has an effect in situations where that text block is moved by the **Auto Layout** function.

### Alignment

Allows you to specify the alignment of the text.

These options are only valid for texts with more than one line.

### Bold/Italic/Underline

Allow you to show the text in bold, italic and/or underlined.

#### NOTE

You must click **Apply** for the changes to take effect.

---

#### RELATED LINKS

[Project – Font Settings Page](#) on page 73

## Attribute Sets

On the **Font Settings** page, you can specify which font and style are used for various elements in the score.

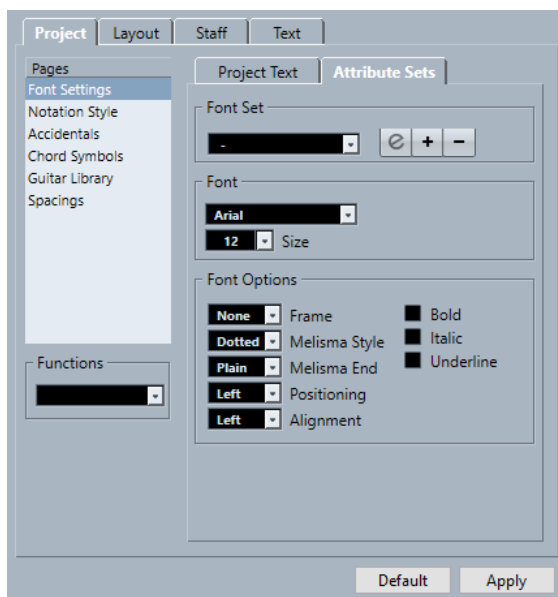
To open the **Font Settings** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Font Settings**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Font Settings**.

**NOTE**

You must click **Apply** to apply your settings.

---



The following options are available:

## Font Set

### Font Set

Allows you to create and edit text attribute sets for the appearance of text. Attribute sets are available in the text sections of the **Score Settings** dialog.

## Font

### Font

Allows you to specify the font for the text.

**NOTE**

The **Steinberg** fonts are special fonts that Cubase uses. They are not suited for common text.

---

### Font Size

Sets the size of the text.

## Font Options

### Frame

Allows you to encase the text in a rectangular or oval frame.

### Melisma Style

Allows you to specify whether the melisma line is dotted or solid.

Melisma lines are shown when you add a text symbol and you drag the handle at the right edge of the text block to the right. This can be used for specifying duration or for indicating lyrics sung over several syllables, for example.

### **Melisma End**

Allows you to specify how the melisma line ends.

### **Positioning**

Allows you to select which side of the text block is used for calculating its position.

This has an effect in situations where that text block is moved by the **Auto Layout** function.

### **Alignment**

Allows you to specify the alignment of the text.

These options are only valid for texts with more than one line.

### **Bold**

Allows you to show the text in bold.

### **Italic**

Allows you to show the text in italics.

### **Underline**

Allows you to show the text underlined.

#### NOTE

You must click **Apply** for the changes to take effect.

---

#### RELATED LINKS

[Project – Font Settings Page](#) on page 73

[Creating Text Attribute Sets](#) on page 184

## **Project – Notation Style Page**

The **Notation Style** page allows you to specify how the score is displayed.

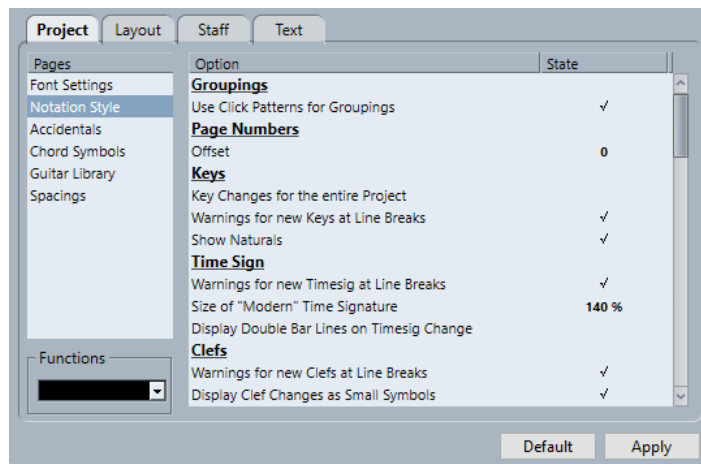
To open the **Notation Style** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Notation Style**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Notation Style**.

#### NOTE

You must click **Apply** to apply your settings.

---



The **Notation Style** page is divided into several categories:

## Groupings

### Use Click Patterns for Groupings

Allows you to use the click pattern for grouping and beaming.

## Page Numbers

### Offset

Adds an offset to the page numbering if you have inserted page numbers.

## Keys

### Key Changes for the Entire Project

Applies all key changes to the entire project. If you activate this, you cannot define different keys for different staves of your project.

### Warnings for new Keys at Line Breaks

Shows key changes at the end of a line and at the beginning of the next line.

### Show Naturals

If a change to another key occurs, naturals are inserted to nullify any sharps and flats that relate to the previous key.

## Time Sign

### Warnings for new Timesig at Line Breaks

Shows time signature changes at the end of a line and at the beginning of the next line.

### Size of 'Modern' Time Signature

Allows you to adjust the size of modern time signatures.

### Display Double Barlines on Timesig Change

Inserts double barlines at every time signature change in the score.

## Clef

### Warnings for New Clef at Line Breaks

Shows clef changes at line breaks at the end of a line and at the beginning of the next line.

### **Display Clef Changes as Small Symbols**

Shows inserted clef changes as smaller symbols than at the beginning of the staff.

### **Staff Names**

#### **Show Staff Names to Left of Staff**

Shows staff names to the left of the staff rather than above it.

#### **Show Long Staff Names on new Pages**

Displays the long staff name on the first staff of every page.

### **Barlines**

#### **Grand Staff Barlines in old Choral Style**

Shows barlines in grand staves in choral style so that they never cross the staves.

#### **Break Barlines with Brackets**

Breaks barlines above and below the bracketed staves to give a clearer indication of which staves belong together.

#### **Break Last Brackets**

Determines whether the breaking of bracketed staves also applies to the barline at the end of each row.

#### **Hide First Barline in Parts**

Hides the first barline of parts that you open in the **Score Editor**.

### **Rhythmic Notation**

#### **Filled Notehead**

Allows you to select a notehead for quarter notes, eighth notes, sixteenth notes, etc.

#### **Outlined Notehead**

Allows you to select a notehead for whole notes and half notes.

#### **Display Ties Across Barlines**

If you activate this option, notes that are tied across barlines in regular notation are shown with a tie symbol in rhythmic notation.

### **Lyrics**

#### **Lyrics left-aligned to Note**

Aligns lyrics with the left sides of notes.

#### **Don't Sync Lyrics**

Keeps note positions when you insert lyrics.

#### **Don't Center Hyphens**

Places hyphens adjacent to the preceding syllable when you separate your lyrics by syllables.

### **Bar Numbers**

#### **Show Every**

Allows you to set how often bar numbers are shown above the bars.

#### **First Bar Number to Barline**

Shows the bar number on the first bar of each staff.

### **Show Range with Multi-Bar Rests**

Shows the bar number for a multi-bar rest as a range.

### **Below Barlines**

Shows bar numbers below the staff rather than above the staff.

### **Auto Space**

Automatically adjusts the vertical position of the bar numbers depending on the contents of the bars.

## **Beams**

### **Thick Beams**

Shows beams as thick lines.

### **Show Small Slants as Flat Beams**

Displays beams straight that would otherwise be slightly slanted.

### **Slanted Beams only Slightly Slanted**

Displays beams only slightly slanted even if there is a significant pitch difference between the notes under the beam.

## **Multi-Bar Rests**

### **Church Style**

Shows multi-bar rests in church style, that is, with vertical bars, rather than with the regular, horizontal symbols.

### **Numbers above Symbol**

Shows multiple rest numbers above the symbol.

### **Snap Rests moved with the Layout Tool**

Snaps rest symbols vertically to the closest position on a line or exactly between two lines when you move a rest with the **Layout** tool.

## **Tuplets**

### **Tuplet Brackets**

Allows you to determine whether brackets embracing tuplet groups are shown always, never, or only when the tuplets are displayed on the head side.

### **Display Tuplet values by the Beams**

Displays tuplets on the beam side of the notes instead of on the notehead side.

### **Suppress Recurring Tuplets**

If you have several tuplets of the same type in the same bar, only the first group gets a number indication.

### **Show Tuplet Brackets as 'Slurs'**

Shows tuplet brackets with the same shape as slurs, as opposed to angled brackets.

## **Accents**

### **Accents above Stems**

Displays accent at the stem side of notes instead of by the notehead.



### **Accents above Staves**

Displays accent note symbols above the staff, regardless of the stem direction of the notes. This setting overrides **Accents above Stems**.

### **Center Note-linked Symbols On Stems**

Centers symbols that are linked to notes on the stems rather than on the noteheads.

## **Miscellaneous**

### **Display Quantize Tool Affects All Voices**

Applies changes that you perform with the **Display Quantize** tool to all voices on the staff.

### **Hide Pedal Markers**

Hides pedal markers for MIDI sustain pedal messages that you have recorded from the score.

### **Hide Expression Map Symbols**

Hides expression map symbols from the score.

### **Rehearsals: skip 'j'**

Skips the letter **j** when you use rehearsal letters in your score.

### **Draw Damper Pedals as**

Allows you to specify if pedal up/down combinations are displayed as two symbols, as symbol plus bracket, or as two brackets.

## **H. W. Henze Style**

### **Centered Stems**

Centers noteheads above stems.

### **Flat Ties**

Displays ties as flat lines, rather than as regular curved ties.

### **Beam-like Flags**

Shows note flags as vertical lines.

### **Slanted Flags**

Makes the flags slant downwards.

### **Accidentals for Each Note**

Shows accidentals for both notes in a tied pair.

### **Special Braces**

Uses simpler types of braces.

### **Beamed Rests**

Shows beams for rests.

## **NOTE**

You must click **Apply** for the changes to take effect.

---

## RELATED LINKS

[Score Settings – Project Tab](#) on page 72

## Project – Accidentals Page

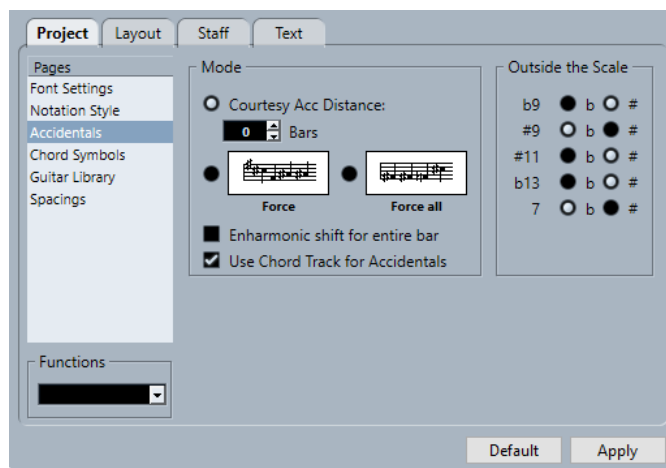
On the **Accidentals** page, you can specify how the program shows accidentals in the score.

To open the **Accidentals** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Accidentals**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Accidentals**.

### NOTE

You must click **Apply** to apply your settings.



The **Accidentals** page is divided into several sections:

### Mode

#### Courtesy Acc Distance

Shows accidentals for notes outside the key.

Use the **Bars** value field to specify after how many bars you want courtesy accidentals to be displayed. 0 shows no courtesy accidentals.

#### Force

Shows accidentals for all notes outside the key, and repeats accidentals even within the same bar.

#### Force all

Shows accidentals for every single note in the score.

#### Enharmonic shift for entire bar

Applies enharmonic shift to entire bars.

#### Use Chord Track for Accidentals

Uses the chord track to determine the accidentals in the score.

### Outside the Scale

#### Interval buttons

Allow you to display the most common intervals as sharps or flats.

RELATED LINKS

[Score Settings – Project Tab](#) on page 72

## Project – Chord Symbols Page

The **Chord Symbols** page allows you to change how chord symbols are displayed in your score.

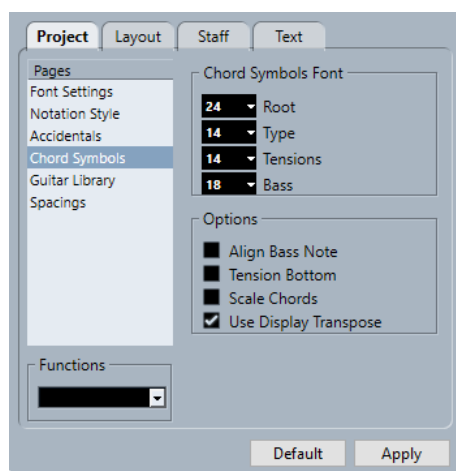
To open the **Chord Symbols** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Chord Symbols**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Chord Symbol**.

### NOTE

You must click **Apply** to apply your settings.

---



The **Chord Symbols** page is divided into several sections:

### Chord Symbols Font

#### Root

Specifies the font size for the root note in the chord.

#### Type

Specifies the font size for the letters that indicate the type of chord.

#### Tensions

Specifies the font size for the tensions in chord symbols.

#### Bass

Specifies the font size for the letter that indicates the bass note in a chord.

### Options

#### Align Bass Note

Shows bass notes on the same vertical position as the rest of the characters.

#### Tensions Bottom

Shows tensions on the same vertical position as the rest of the characters.

### Scale Chords

Scales the chord size with the system size.

### Use Display Transpose

If **Display Transpose** is activated in the **Score Settings** dialog (**Staff-Main** tab), chord symbols change accordingly.

### RELATED LINKS

[Score Settings – Project Tab](#) on page 72

[Setting up Note Names](#) on page 39

## Project – Guitar Library Page

The **Guitar Library** page allows you to define guitar symbols for all common chords. These symbols are used in the **Guitar Symbol** dialog or when you use the **Make Chord Symbols** function.

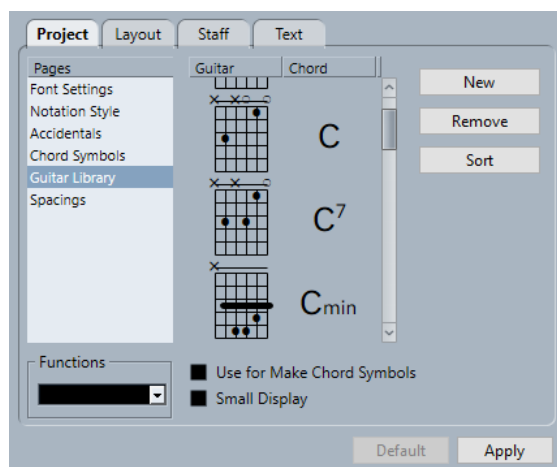
To open the **Guitar Library** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Guitar Library**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Guitar Library**.

### NOTE

You must click **Apply** to apply your settings.

---



The following options are available on the **Guitar Library** page:

### Guitar

Shows all defined guitar symbols. Double-click a symbol to open the **Guitar Symbol** dialog where you can edit the symbol.

### Chord

Shows the chord symbol for the guitar symbol. Double-click a symbol to open the **New Chord Symbol** dialog where you can edit the symbol.

### New

Adds an empty guitar symbol below the selected symbol.

### Remove

Removes the selected guitar symbol.

### Sort

Sorts the guitar symbols from top to bottom according to their scale, starting with C chords and ending with B chords.

### Use for Make Chord Symbols

If you use **Make Chord Symbols**, this inserts guitar symbols together with regular chords if fitting guitar symbols can be found. If several guitar symbols are available for a specific chord, the first one is used.

### Small Display

Shows the chord symbols in the list in the size they will have in the score.

### RELATED LINKS

[Score Settings – Project Tab](#) on page 72

[Setting up Note Names](#) on page 39

## Project – Spacings Page

The **Spacings** page allows you to specify the spacing and other layout aspects of objects in the score.

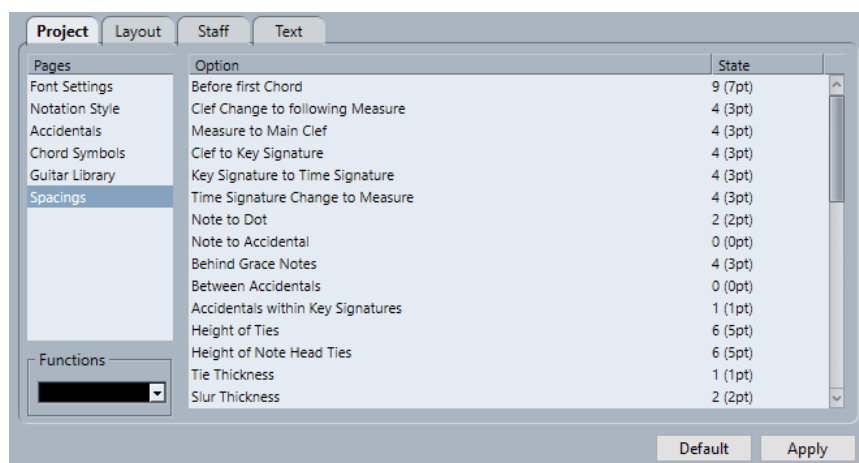
To open the **Spacings** page of the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, select **Scores > Settings**, select the **Project** tab, and in the **Pages** list, click **Spacings**.
- In the **Score Editor**, double-click to the left of a staff, select the **Project** tab, and in the **Pages** list, click **Spacings**.

### NOTE

You must click **Apply** to apply your settings.

---



The following options are available on the **Spacings** page:

### Before first Chord

The distance between the barline and the first note in each bar.

**Clef Change to following Bar**

The distance between a clef inserted at the beginning of a bar and the barline that comes after it.

**Bar to Main Clef**

The distance between the beginning of a staff and the first clef on the line.

**Clef to Key Signature**

The distance between the clef and key signature symbols at the beginning of a staff.

**Key Signature to Time Signature**

The distance between the key signature and time signature symbols at the beginning of a staff.

**Time Signature Change to Bar**

The distance between an inserted time signature symbol and the barline coming after it.

**Note to Dot**

The distance between notes and their dots.

**Note to Accidental**

The distance between notes and their accidentals.

**Behind Grace Notes**

The spacing between grace notes belonging to the same note and the spacing to the note they belong to.

**Between Accidentals**

The vertical distance between accidentals in a chord.

**Accidentals within Key Signatures**

The spacing between each accidental symbol in the group of accidentals displayed at the beginning of each staff.

**Height of Ties**

The height of ties.

**Height of Notehead Ties**

The height of a bow up/bow down symbol.

**Tie Thickness**

The thickness of all ties.

**Slur Thickness**

The thickness of all slurs.

**Bezier Thickness**

The thickness of all Bezier slurs.

**Slur's Start and End Distance from Notehead**

Allows you to adjust how far the end points of slurs are from the noteheads they belong to.

**Slur's Middle Distance from Notehead**

Allows you to adjust the vertical position of the middle of slurs.

**First Bar Number - Horizontal Offset**

Sets the horizontal distance between the bar number and the barline for the first bar on each staff.

**First Bar Number - Vertical Offset**

Sets the vertical distance between the bar number and the barline for the first bar on each staff.

**Other Bar Numbers - Horizontal Offset**

Sets the horizontal distance between the bar number and the barline for all other bars.

**Other Bar Numbers - Vertical Offset**

Sets the vertical distance between the bar number and the barline for all other bars.

**Staff Separator - Horizontal Offset**

Allows you to indent staff separators from the left margin.

**Staff Separator - Vertical Offset**

Allows you to move all staff separators vertically.

**Track Name - Horizontal Offset**

The horizontal distance between the track name and the beginning of the staff.

**Track Name - Vertical Offset**

The vertical distance between the track name and the staff.

**Short Track Name - Horizontal Offset**

Adjusts the horizontal distance between staves and their short track names.

**Short Track Name - Vertical Offset**

Adjusts the vertical distance between staves and their short track names.

**Multi-Bar Rest Height**

Adjusts the heights of multi-bar rest symbols.

**Multi-Bar Rest Width**

Adjusts the widths of multi-bar rest symbols.

**Density of Note Placement**

The minimum distance between chords/notes in a bar. Raising this value makes the bars wider.

**Density of Lyric Placement**

The minimum distance between lyric syllables. Raising this value makes the lyrics spacing wider.

**Auto Space/Edit Mode**

Raise this value to decrease the number of bars across the page in **Edit Mode**.

**Default Line Width**

The thickness of all lines that do not have a specific width adjustment.

**Line Width [for option]**

Allows you to trim the line widths for various elements in the score.

RELATED LINKS

[Score Settings – Project Tab](#) on page 72

## Score Settings – Layout Tab

On the **Layout** tab, you can make settings for the different layouts.

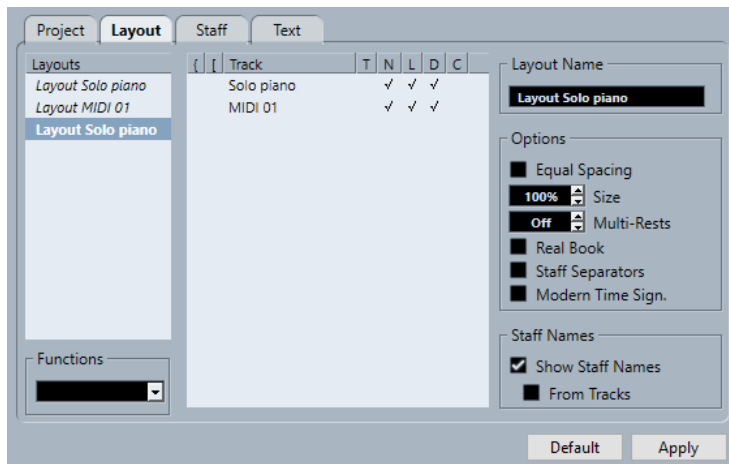
To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

## NOTE

You must click **Apply** to apply your settings.

---



The following sections are available:

## Layouts

### Layouts list

Lists all layouts of the project. The current layout is highlighted.

## Functions

### Functions menu

Allows you to remove, clean up, copy, export, or import the current layout.

## Track

### Track list

Allows you to show/hide the following elements for the selected track:

- **Braces**  
Braces that encompass the staves. Drag the ends of the indicator to edit the braces, click the indicator to remove a brace.
- **Brackets**  
Brackets that encompass the staves. Drag the ends of the indicator to edit the brackets, click the indicator to remove a bracket.
- **Track**  
The name of the MIDI track.
- **T**  
The time signature symbol. This is only shown if **Modern Time Sign.** is activated in the **Options** section to the right.
- **N**  
The staff name.
- **L**



Layout symbols such as rehearsal marks.

- **D**  
Display transpose.
- **C**  
Chord track symbols. These can only be shown on one staff.

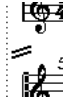
## Layout Name

### Layout Name

The name of the layout. By default, this corresponds to the name of the MIDI track.

## Options

### Options

- **Equal Spacing**  
Notes take up space according to their note value.
- **Size**  
Allows you to set the staff size as a percentage value of the normal size.
- **Multi-Bar Rests**  
Allows you to set how many empty bars are allowed before rests that last longer than a bar are replaced with a multi-bar rest symbol.
- **Real Book**  
Shows clef symbols on the first staff on each page only.
- **Staff Separators**  
Inserts separator symbols at the beginning of each grand staff.  
The diagram shows two grand staves. A vertical dashed line separates the two staves. On the left staff, there is a treble clef and a note. On the right staff, there is a bass clef and a note. The separator line is positioned between the two staves.
- **Modern Time Sign.**  
Shows time signatures above the staves rather than in them. You can set the size of the modern time signature in the **Score Settings** dialog (**Project-Notation Style** page). You can use the **T** column in the track list to specify for which tracks time signatures are displayed.

## Staff Names

### Show Staff Names for this Staff

Determines whether staff names are shown.

NOTE

You can use the **N** column in the track list of the **Score Settings** dialog (**Layout** tab) to hide or show staff names for individual tracks in the layout.

---

### From Tracks

Uses the names of the tracks as staff names. If this is deactivated, the names specified for each staff in the **Score Settings** dialog (**Staff-Main** tab) are used instead.

### RELATED LINKS

[Score Settings Dialog](#) on page 71

- [Adding Brackets and Braces](#) on page 215
- [Displaying Chord Symbols from the Chord Track](#) on page 174
- [Multi-Bar Rests](#) on page 220
- [Project – Notation Style Page](#) on page 77

## Score Settings – Staff Tab

The **Staff** tab shows the settings for the currently active staff.

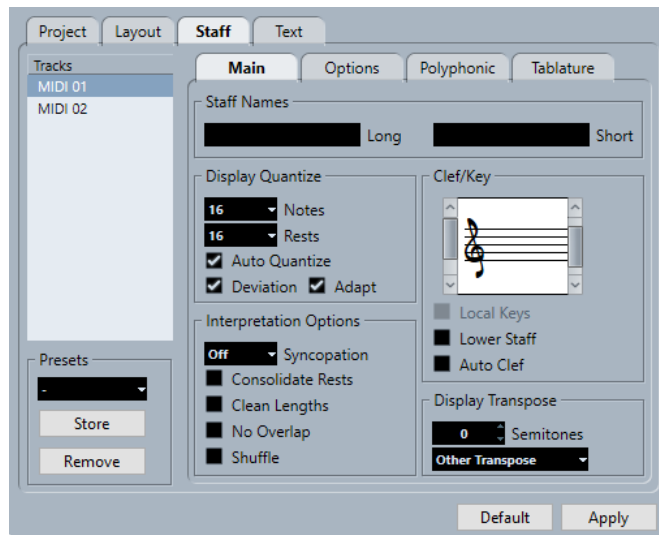
To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

### NOTE

You must click **Apply** to apply your settings.

---



The **Staff** tab is divided into several tabs:

### Main

Shows settings for the active staff.

### Options

Shows additional settings for the active staff.

### Polyphonic

Shows settings for polyphonic voices or split staves.

### Tablature

Shows settings for tablatures.

## Common Settings for All Tabs

### Tracks

Select a track to show its settings in the right section of the dialog.

### Presets

Apply a staff preset by selecting it from the pop-up menu.

The program comes with a number of staff presets, set up to suit various instruments.

**Store** allows you to save the current settings as a preset.

**Remove** allows you to remove the selected preset.

#### RELATED LINKS

[Score Settings Dialog](#) on page 71

[Saving Staff Presets](#) on page 91

[Staff – Main Tab](#) on page 91

[Staff – Options Tab](#) on page 95

[Staff – Polyphonic Tab](#) on page 98

## Saving Staff Presets

You can save staff presets and load them whenever you work with a staff similar to one you have worked on before. This is useful because making staff settings for your scores can be time-consuming.

#### PREREQUISITE

You have set up the staff to your liking.

#### NOTE

There are a number of staff presets available, set up to suit various instruments, for example. If you select a preset, the corresponding settings are loaded. To apply these settings to a staff, you must click **Apply**.

---

#### PROCEDURE

1. Open the **Score Settings** dialog (**Staff** tab).
  2. In the **Presets** section, click **Store**.
  3. Enter a name for the preset in the dialog, and click **OK**.
- 

#### RESULT

The preset is now available on the **Presets** pop-up menu in all projects. It includes all settings from **Staff** tab.

The staff presets are saved as individual files in the **Staff Presets** folder of the **Presets** folder within the Cubase program folder.

#### RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

## Staff – Main Tab

The **Main** tab shows the settings for the active staff.

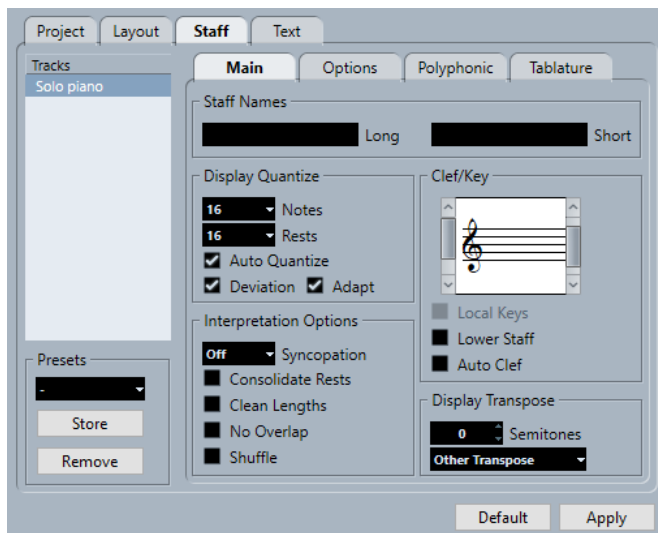
To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

#### NOTE

You must click **Apply** to apply your settings.

---



The **Main** tab is divided into several sections:

## Staff Names

### Long

Allows you to specify a name for the staff that is shown for the very first system in the score.

#### NOTE

To show the long name at the beginning of each new page, activate **Show Long Staff Names on New Pages** in the **Score Settings** dialog (**Project–Notation Style** page).

On the **Layout** tab of the **Score Settings** dialog, you can activate/deactivate that names are shown at all. Here, you can also determine that the names of the edited MIDI tracks are used instead.

---

### Short

Allows you to specify a name for the staff that is shown for all systems in the score.  
If you do not want a name shown for each system in the score, delete the short name.

## Display Quantize

**Display Quantize** determines how MIDI notes are interpreted and helps you to make your music appear as legible as possible.

#### NOTE

A common setting is having **Notes** set to 16 (sixteenth notes) and **Rests** to 4 (quarter notes).

---

### Notes

Set this value according to the smallest note position that you want to be displayed in the score. If the score contains only triplets, or mostly triplets, select one of the triplet options.

This setting is partly overridden by **Auto Quantize**.

### Rests

Set this value according to the smallest rest value that you want to be displayed in the score. If the score contains only triplets, or mostly triplets, select one of the triplet options.

This also determines how the length of notes is displayed. Set this value according to the smallest note length value you want to be displayed for a single note, positioned on a beat.

### Auto Quantize

Activate this if your music contains mixed triplets and straight notes. Otherwise, make sure it is deactivated.

NOTE

**Auto Quantize** uses the **Display Quantize** value. If it cannot find an appropriate note value for a certain note or group of notes, it will use the set **Quantize** value to display it.

---

### Deviation

Activate this if you want the program to detect triplets or straight notes even if they are not exactly on the beat. Deactivate this if you know your triplets or straight notes are perfectly recorded.

NOTE

This option is only available if **Auto Quantize** is activated.

---

### Adapt

Activate this if you want the program to guess that when one triplet is found, there are probably more triplets surrounding it.

NOTE

This option is only available if **Auto Quantize** is activated.

---

## Interpretation Options

These settings determine how the notes are interpreted.

### Syncopation

The following options are available:

- **Relax**  
Adds ties to long notes. Exceptions such as a half note starting at 2 in 4/4 are possible. These are always displayed as half notes, never as two tied quarter notes.
- **Full**  
Activates syncopation.
- **Off**  
Deactivates syncopation with no exceptions.

NOTE

You can insert exceptions to the **Syncopation** setting by using the **Display Quantize** tool. You can also create tied notes in various combinations by using the **Cut Notes** tool.

---

### Consolidate Rests

Joins small consecutive rests into one, for example, an eighth note rest and a sixteenth note rest joined to a dotted eighth note rest.

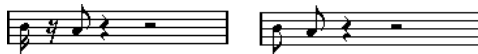


Consolidate Rests deactivated and activated

### Clean Lengths

Shows notes that are considered to be chords with identical lengths. This is done by showing the longer notes shorter than they are. Notes with very short overlaps are cut off.

If a note is too short, this extends its display length to the beginning of the next note or to the next rest's display quantize position.



A slightly shorter eighth note without and with Clean Lengths

If using **Clean Lengths** does not help, you can manually resize the notes or use the **Display Quantize** tool.

### No Overlap

When this option is activated, one note will never be shown as overlapping another, lengthwise. This allows long and short notes starting at the same point to be displayed without ties; the long notes are cut off in the display. This will make the music more legible.

You can insert exceptions to this by using the **Display Quantize** tool.

#### IMPORTANT

There may be situations when neither of these alternatives is ideal. If you run into such a situation, it can probably be resolved by using polyphonic voicing.

---

### Shuffle

Activate this function when you have played with a shuffle or swing feel (eighth note or sixteenth note figures with every other note played late) and want it displayed as straight notes (not triplets). This is common in jazz notation.



Without and with Shuffle

### Clef/Key

These settings allow you to specify and edit the clef for your staff. Use the scroll bar to select one of the clef options.

#### Local Keys

Allows you to insert a different key for the selected staff only. Activate this if you score a French horn, for example, and you want to set a different key symbol.

#### Lower Staff

Allows you to insert a clef for the lower staff. This is only used in conjunction with split (piano) staves and polyphonic voicing. If you have a split system, you can set different clefs for the upper and lower staff.

### Auto Clef

Activate this to let the program automatically select a treble clef or a bass clef for the staff, depending on the range of the notes in the part.

### Display Transpose

**Display Transpose** allows you to prepare parts for instruments that are not scored at the actual concert key.

#### NOTE

**Display Transpose** does not affect playback or the actual pitch of the notes. It only changes how they are displayed and printed.

---

#### NOTE

You can also insert **Display Transpose** changes anywhere in the score by inserting a key change symbol and using the **Transpose** setting in the **Edit Key** dialog.

---

### Semitones

Allows you to set by how many semitones you want to transpose the display. If the **Transpose** pop-up menu does not list your instrument, use this value field to set the desired transposition.

### Transpose pop-up menu

Allows you to select a transposing instrument from the pop-up menu. This automatically adjusts the **Semitones** value.

#### RELATED LINKS

- [Score Settings – Staff Tab](#) on page 90
- [Score Settings – Layout Tab](#) on page 87
- [Project – Notation Style Page](#) on page 77
- [Polyphonic Voicing](#) on page 104
- [Inserting Display Quantize Exceptions](#) on page 44
- [Display Quantize Exceptions](#) on page 43
- [Setting up a Display Quantize Note Value](#) on page 26
- [Edit Key Dialog](#) on page 35
- [Project – Chord Symbols Page](#) on page 83
- [Score Editor Toolbar](#) on page 7
- [Transposing Instruments](#) on page 40

## Staff – Options Tab

The **Options** tab shows additional settings for the active staff.

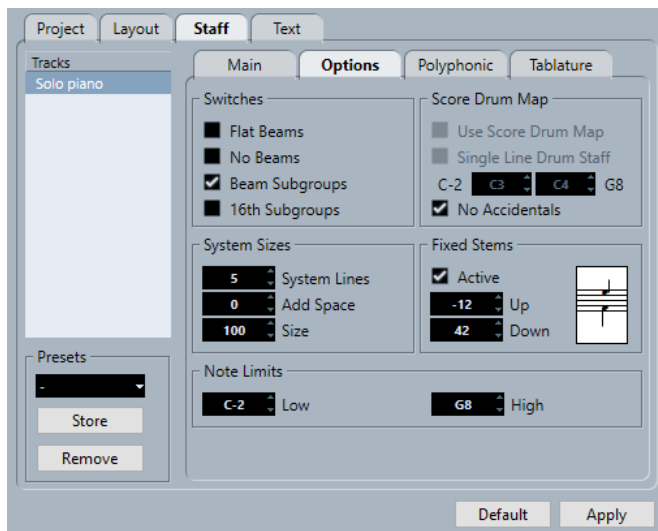
To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

#### NOTE

You must click **Apply** to apply your settings.

---



The **Options** tab is divided into several sections:

## Switches

### Flat Beams

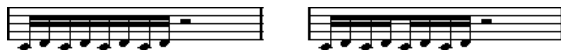
Shows the beams over notes flat and not slanted.

### No Beams

Shows no beams on the staff. This is useful for vocal scoring.

### Beam Subgroups

Displays sixteenth notes that are under a beam divided into groups of four notes.



Without and with **Beam Subgroups**

### 16th Subgroups

Displays even smaller subgroups of sixteenth notes. This setting has no effect if **Beam Subgroups** is deactivated.



As **Beam Subgroups**, but with **16th Subgroups** activated

## System Sizes

### System Lines

Sets the number of system lines. Set this to 5 for regular scoring.

Setting the **System Lines** value to 0 can be useful for lead sheets.



### Add Space

Sets the spacing between the system lines.

### Size

Sets the size of the systems, as a percentage, with 100 % being the default value. In effect, this setting scales the score vertically.



## Score Drum Map

When scoring for drums, you can assign a unique notehead to each pitch. You can even set up different noteheads for different note values.

### Use Score Drum Map

Displays notes according to the drum map assigned to the track.

### Single Line Drum Staff

Puts all notes are on a single note line.

### Range

Allows you to set up a note range. Notes within this range are displayed on a single line, while notes below or above the range are shown below or above the line.

### No Accidentals

Shows drum notes without accidentals.

## Fixed Stems

### Active

Makes all note stems end at the same vertical position. This feature is useful when scoring for drums.



A drum pattern with **Fixed Stem** length activated

Use the **Up** and **Down** value fields to specify which position relative to the top of the staff is used for up and down stems, respectively.

## Note Limits

The **Note Limits** section allows you to specify a note range. In the active staff, any notes outside this range are displayed in a different color. If you write a score for a specific instrument, this makes it easy to find notes that are outside of this instrument's note range.

### Low

Allows you to specify the low note limit.

You can specify the color in which the notes outside the range are displayed in the active staff in the **Preferences** dialog (**Scores-Colors for Additional Meanings**).

You can hide notes outside the range by activating **Hide Notes beyond Limits** in the **Preferences** dialog (**Scores-Editing** page).

### High

Allows you to specify the high note limit.

#### RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

[Setting up a Staff for Drum Scoring](#) on page 227

[Deactivating Beams](#) on page 124

[Setting up Drum Maps](#) on page 224

## Staff – Polyphonic Tab

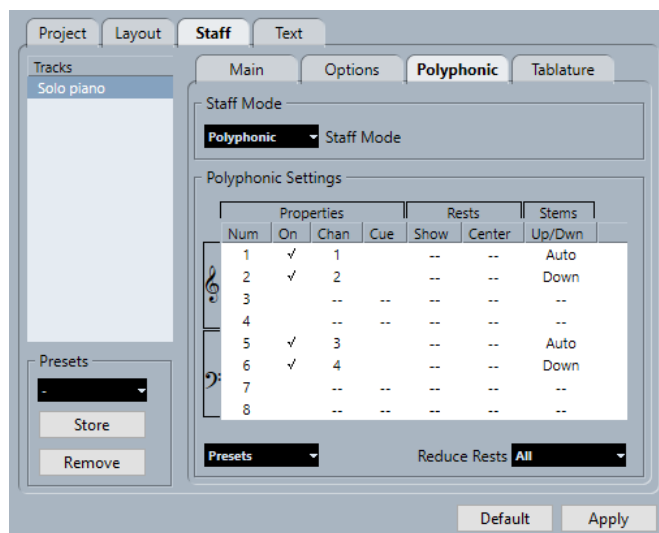
The **Polyphonic** tab shows the settings for polyphonic voices or split staves.

To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

### NOTE

You must click **Apply** to apply your settings.



The following options are available:

### Staff Mode

#### Staff Mode

- **Single**  
Shows all notes on a single staff.
- **Split**  
Shows a split staff with a fixed split point set to the right. Notes below the split point are moved to the lower staff.
- **Polyphonic**  
Shows a staff with up to eight separate voices. Use the list below to set up the voices.

#### Split Point

### NOTE

This is only available if **Split** is selected as a staff mode.

Allows you to define a split point. Notes below this point are moved to the lower staff.

## Polyphonic Settings

### NOTE

This is only available if **Polyphonic** is selected as a staff mode.

---

The list shows the eight available voices. The first four voices are shown in the upper staff while the last four are shown in the lower staff.

### Polyphonic voices list

- **Properties-Num**  
The number of the voice.
- **Properties-On**  
Activates a voice.
- **Properties-Chan**  
Sets the MIDI channel for a voice. Cubase automatically sets each voice to a different MIDI channel. If you do not have good reasons to make changes, leave the settings as they are.

### NOTE

- If you assign a note to a different voice, you also change its MIDI channel value. However, the **Chan** setting does not affect the notes' MIDI channel setting. Therefore, do not change this after you have put your notes into voices, unless you are absolutely sure of what you are doing.
  - If two voices are set to the same MIDI channel, the lower voice is treated as if it were turned off.
- 

- **Properties-Cue**  
Sets up the voice for cue notes and makes the notes smaller.
- **Rests-Show**  
Shows rests for the voice.
- **Rests-Center**  
Vertically centers the shown rests on the staff.
- **Stems-Up/Down**  
Sets the stem direction for the voice. If you select **Auto**, Cubase sets the stem direction automatically.

### IMPORTANT

There is a special stem feature for voice 1: If you set this to **Auto**, the stem direction depends on the pitch of the note as usual – except if there are voice 2 notes in the bar, because then the voice 1 stems are automatically set to **Up**.

---

### Presets

Allows you to create your own presets or use one of the following presets:

- **Variable Split**  
Sets up two voices, one on each staff, each with auto stem direction. This is a good starting point for a piano staff when the **Split** mode does not suffice.
- **Optimize Two Voices**

Activates voices 1 and 2 so that the first voice behaves as in single staff mode. If there are notes in the second voice, the stems of the first one are set to **Up**.

- **Optimize Four Voices**

Voices 5 and 6 are activated with the same settings as voices 1 and 2. This is the recommended way to write piano music.

#### Reduce Rests

- **Off**

Shows all rests. To decide for which voices you want rests displayed, you can click the **Show** column.

- **All**

Hides rests in empty bars.

- **Whole rests only**

Hides only whole rests.

#### RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

[Polyphonic Voicing](#) on page 104

## Staff – Tablature Tab

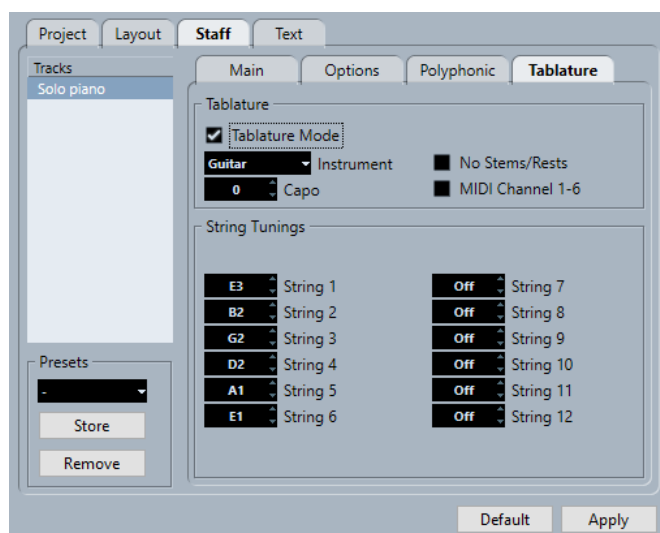
The **Tablature** tab shows the settings for tablature.

To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

#### NOTE

You must click **Apply** to apply your settings.



The following options are available:

## Tablature

### Tablature Mode

Activates tablature mode.

### Instrument

Allows you to select a pre-defined instrument.

### Capo

Adds a capodaster number.

### Hide Stems/Rests

Hides stems and rests from the score.

### MIDI Channel 1-6

Shows the notes on different strings according to their MIDI channel value.

## String Tunings

### String value fields

Allows you to adjust the tuning of each string.

#### RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

## Score Settings – Text Tab

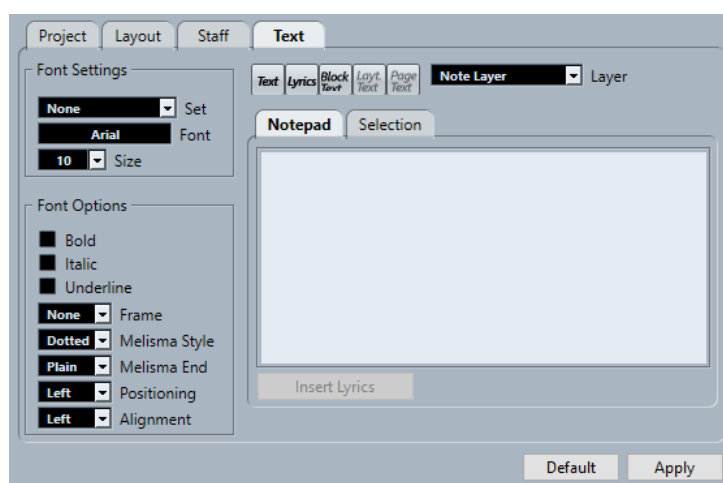
On the **Text** tab, you can set up the text for your score.

To open the **Score Settings** dialog, do one of the following:

- Open the **Score Editor**, and select **Scores > Settings**.
- In the **Score Editor**, double-click to the left of a staff.

#### NOTE

You must click **Apply** to apply your settings.



The **Text** tab is divided into several categories:

## Font Settings

### Set

Allows you to select a text attribute set for the appearance of the text. This disables the other parameters in the dialog. **None** allows you to make manual settings.

You can define sets in the **Score Settings** dialog (**Project-Font Settings** page) or right-click a text object and select a text attribute from the context menu.

### Font

Allows you to specify the font for the text. You can only select fonts that you have installed on your computer.

### Size

Sets the size of the text.

## Font Options

### Bold

Shows the text in bold.

### Italic

Shows the text in italics.

### Underline

Underlines the text.

### Frame

Allows you to encase the text in a rectangular or oval frame.

### Melisma Style

Allows you to specify whether the melisma line is dotted or solid. Melisma lines are shown when you add a text symbol and you drag the handle at the right edge of the text block to the right. This can be used for specifying duration, for indicating lyrics sung over several syllables, etc.

### Melisma End

Allows you to specify how the melisma line ends.

### Positioning

Allows you to select which side of the text block is used for calculating its position. This has an effect in situations where that text block is moved by the **Auto Layout** function.

### Alignment

Allows you to specify the alignment of the text. These options are only valid for texts with more than one line.

## Layer

### Text-related buttons

These buttons correspond to the buttons on the **Other** section on the **Symbols** tab. You can activate one of the text symbols that are available for the selected layer and use it in the score. Working with text symbols from this dialog is identical with using the symbols from the **Inspector** or a symbol palette. Therefore, if you select a text symbol from this dialog and move the mouse pointer over the score, the mouse pointer changes to a pencil, and you can enter text at the position where you click.

### **Layer**

Allows you to select the layer for which you want to insert text.

### **Notepad**

Allows you to enter longer text passages. Select the text, select a note in the score, and click **Insert Lyrics** to enter the text into the score, starting from the note you selected.

### **Selection**

Shows the text that is selected in the score and allows you to edit it.

#### RELATED LINKS

[Score Settings – Staff Tab](#) on page 90

[Score Settings Dialog](#) on page 71

[Melisma Lines](#) on page 192

[Setting up the Text Font](#) on page 185

# Polyphonic Voicing

Cubase allows you to set up polyphonic voicing with up to eight voices. This can make music with multiple voices clearer and easier to read.

Setting up polyphonic voices includes assigning voices to the upper clef or the lower clef, displaying or hiding rests for specific voices, etc.

## IMPORTANT

Each voice is polyphonic. In other words, one voice can contain chords.

Polyphonic voicing is useful in the following situations:

- When notes start at the same position but have different lengths. With polyphonic voicing, you avoid an unnecessary number of ties.



Without and with polyphonic voicing

- When you score vocal parts. With polyphonic voicing, you can assign a stem direction to each voice, handle the rests differently, etc.



Without and with polyphonic voicing

- When you score complicated piano systems. With polyphonic voicing, you can set up a floating split point. Cubase can even automatically put a bass line on the lower clef.



With a split system and with polyphonic voicing

- When you work on a full score with more than one instrument in one staff. Even if both instruments play the same notes, insert notes for both instruments. If you do this, it is much easier to extract single parts later by using the **Extract Voices** command.

## RELATED LINKS

[Staff - Polyphonic Tab](#) on page 98

[Note Input](#) on page 54

[Converting Voices to Tracks - Extract Voices](#) on page 110

## Setting up Polyphonic Voices

You can set up your score for polyphonic voicing.

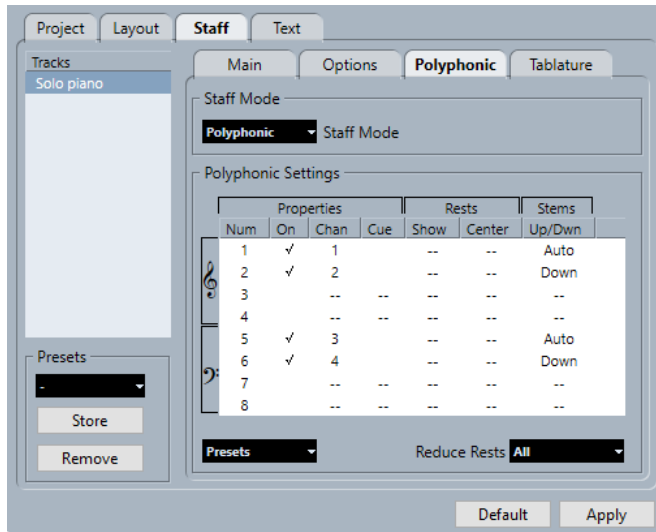
### PREREQUISITE

The staff is active.



PROCEDURE

1. Select **Scores > Settings**.
2. Select the **Staff** tab, and open the **Polyphonic** tab.
3. Open the **Staff Mode** pop-up menu and select **Polyphonic**.



4. Activate the voices by activating **On** in the **Properties** column.  
There are four voices on each staff.

NOTE

Always use voices 1 and 2 on the upper staff and 5 and 6 on the lower staff first. These voices handle collisions such as notes with small intervals or accidentals that otherwise would come too close. For other voices, use the **Layout** tool to manually move the notes.

- For a split piano staff, activate one upper voice and one lower voice.
  - For vocals, activate one voice for each singing voice.
  - If notes overlap, activate as many voices as the largest number of overlapping notes.
5. Adjust the settings in the **Properties**, **Rests**, and **Stems** columns according to your needs.
  6. Click **Apply**.

RESULT

The staff is changed to polyphonic voicing, and Cubase distributes the existing notes into voices according to their MIDI channel values.

AFTER COMPLETING THIS TASK

Use the **Explode** function to automatically move notes into the proper voices.

NOTE

If your staff contains notes with MIDI channel settings which do not match any of the active voices, a warning may be shown. Click **Correct** to move these notes to active voices or **Ignore** to leave them as they are and hide some notes. These notes can be shown in all other editors. If you change the channel settings for the notes or voices, activate more voices, etc., they can be shown again in the **Score Editor**.

RELATED LINKS

[Staff – Polyphonic Tab](#) on page 98

[Layout](#) on page 8

[Displaying Cue Notes for Voices](#) on page 132

[Flipping Stems of Grouped Notes](#) on page 113

[Moving Notes to Voices via the Explode Dialog](#) on page 107

## Activating Voices and Entering Notes

You can enter notes directly into active voices.

PREREQUISITE

You have set up polyphonic voices in the **Polyphonic Settings** section of the **Score Settings** dialog (**Staff-Polyphonic** tab).

---

PROCEDURE

1. On the extended toolbar, click one of the **Insert** buttons to activate the corresponding polyphonic voice.
2. Insert the notes as usual.

NOTE

To step through all notes that belong to the same voice, use the **Left Arrow** / **Right Arrow**.

3. Optional: Click a clef and click the **Insert** button for a specific voice to insert notes into a voice on the other clef.

---

RELATED LINKS

[Setting up Polyphonic Voices](#) on page 104

[Extended Toolbar](#) on page 15

[Note Input](#) on page 54

## Moving Notes to Voices Manually

You can move notes to another voice manually.

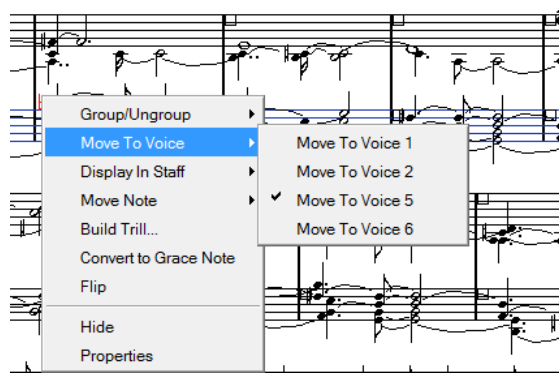
PREREQUISITE

The voice to which you want to move the notes is activated.

---

PROCEDURE

1. Select the notes you want to move to a particular voice.
2. Do one of the following:
  - Right-click one of the notes, select **Move to Voice** from the context menu, and on the submenu, select the voice to which you want to move the notes.



- Press **Ctrl/Cmd** and activate one of the **Insert** buttons on the extended toolbar.
- 

#### RELATED LINKS

[Activating Voices and Entering Notes](#) on page 106

[Extended Toolbar](#) on page 15

## Moving Notes to Voices via the Explode Dialog

You can use the **Explode** dialog to distribute notes into polyphonic voices.

---

#### PROCEDURE

1. Select **Scores > Functions > Explode**.
  2. In the **Explode** dialog, activate **To Polyphonic Voices**.
  3. Use the options in the lower half of the dialog to set up the criteria for the split.
  4. Click **OK**.
- 

#### RESULT

The notes are distributed to different voices.

#### RELATED LINKS

[Explode Dialog](#) on page 46

[Resolving Parts That Contain Mixed Notes and Triplets](#) on page 46

## Alternative Ways of Handling Voices

If you understand the relation between voices and MIDI channels, you can also use more advanced ways of moving notes into voices.

- You can use the **Logical Editor** to move notes into voices, based on other more complex criteria, such as their pitch and length. You must then set up the **Logical Editor** so that the MIDI channel of the notes that meet the criteria changes to that of their voice.
- If you enter notes using **Step Input**, you can change the MIDI channel on your input device and directly enter notes into separate voices.
- You can set the MIDI channel for the track to **Any** to play back each voice on a different MIDI channel. This allows you to listen to each voice separately.
- You can use the **Input Transformer** to assign a specific key range to a MIDI channel and thereby automatically put notes into voices when recording.

- For brass and vocals, you might record each voice on its own track and use the **Merge All Staves** function to automatically copy each recording to a separate voice on a new track.
- When you have assigned parts to voices, you can use the **Extract Voices** function to create one track out of each voice.

RELATED LINKS

[Merging Polyphonic Voices](#) on page 109

[Converting Voices to Tracks – Extract Voices](#) on page 110

## Inserting Display Quantize Changes for Active Voices

You can apply **Display Quantize** changes to active voices.

PREREQUISITE

You have deactivated **Display Quantize Tool Affects All Voices** in the **Miscellaneous** category of the **Score Settings** dialog (**Project–Notation Style** page).

---

PROCEDURE

1. Select the **Display Quantize** tool.
2. Click at the beginning of the staff for a single voice to insert the **Display Quantize** change.
3. In the **Display Quantize** dialog, make your changes.
4. Click **Apply**.

---

RESULT

This assigns individual **Display Quantize** settings to a single voice.

AFTER COMPLETING THIS TASK

On the extended toolbar, click the corresponding voice button to select another voice, and insert **Display Quantize** changes for this voice.

RELATED LINKS

[Display Quantize Dialog](#) on page 45

[Project – Notation Style Page](#) on page 77

[Score Editor Toolbar](#) on page 7

[Inserting Display Quantize Exceptions](#) on page 44

[Staff – Main Tab](#) on page 91

## Creating Crossed Voicings

You can create crossed voicings for vocals, for example. Crossed voicings allow you to set up the stem direction and other note properties. This automatic distribution may require some manual editing.

PREREQUISITE

- You have entered some notes without using polyphonic voicing.



- You have activated polyphonic voices in the **Staff Mode** section of the **Score Settings** dialog (**Staff–Polyphonic** tab) and activated voices 1 and 2. All notes are in the same voice.

#### PROCEDURE

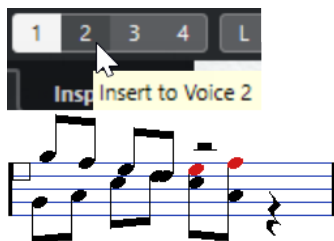
1. Select **Scores > Functions > Explode**.
2. Activate **To Polyphonic Voices**.
3. Activate **Lines to Tracks**.
4. Click **OK**.

This moves the notes to two lines, each in a separate voice.

5. Optional: If the notes are not in the correct voice, select the two notes that you want to be moved from voice 1 to voice 2.



6. Press **Ctrl/Cmd** and click the voice 2 button on the extended toolbar to move the notes to voice 2.



7. Select the two notes that you want to be moved to voice 1 and move them, too.



---

#### RESULT

The stem directions indicate that the voicing is now correct. However, the graphical positions of some notes and the display of stems and beams still requires some manual editing.



#### RELATED LINKS

- [Extended Toolbar](#) on page 15
- [Setting up Polyphonic Voices](#) on page 104
- [Explode Dialog](#) on page 46
- [Adjusting Beam Slants](#) on page 129

## Merging Polyphonic Voices

You can combine up to four tracks into one track with polyphonic voices.

---

#### PROCEDURE

1. Open the tracks in the **Score Editor**.



2. Select **Scores > Functions > Merge All Staves**.
- 

#### RESULT

A new track is created and shown in the score. The track has polyphonic voices activated, and the four original tracks are assigned to one voice each (voices 1, 2, 5, and 6 are used).



Furthermore, all non-linked symbols that belong to the staff that become the first polyphonic voice in the merged staff are copied. They have the same positions as the original symbols.

#### IMPORTANT

When you later play back the music, you need to mute the four original tracks, or you get double notes.

---

#### RELATED LINKS

[Staff – Polyphonic Tab](#) on page 98

## Converting Voices to Tracks – Extract Voices

You can extract polyphonic voices from an existing track and create a new track for each voice.

---

#### PROCEDURE

1. In the **Score Editor**, open a track that contains 2 to 8 polyphonic voices.
  2. Select **Scores > Functions > Extract Voices**.
- 

#### RESULT

A number of new tracks is created and added to the display of the **Score Editor**. Each track contains the music from one polyphonic voice. If there were non-linked symbols in the original track, each new track gets a copy of these symbols.



AFTER COMPLETING THIS TASK

**IMPORTANT**

When you later play back the music, you need to mute the original track (the one with polyphonic voices), or you get double notes.

---

RELATED LINKS

[Staff – Polyphonic Tab on page 98](#)

# Additional Note and Rest Formatting

Cubase provides advanced options for formatting notes and rests.

## RELATED LINKS

[Note Stems](#) on page 112

[Setting up Accidental Options](#) on page 121

[Changing the Enharmonic Spelling](#) on page 122

[Changing the Notehead Shape](#) on page 122

[Colorizing Noteheads](#) on page 123

[Beams](#) on page 124

[Tied Notes](#) on page 130

[Moving Notes Graphically](#) on page 131

[Moving Rests](#) on page 132

[Converting Notes to Cue Notes](#) on page 133

[Editing Grace Notes](#) on page 134

[Converting Grace Notes to Regular Notes](#) on page 134

[Quantizing the Display to Show Tuplets](#) on page 135

## Note Stems

You can flip the direction and edit the length of note stems.

The direction of stems depends on different factors and the priority of the settings. On conflict, the grouping under beams has the highest priority and the settings made on the **Polyphonic** tab the lowest. The following is taken into account:

- How notes are grouped under beams
- If beams have been moved manually
- The **Flip Stems** function
- How the note information is set for each note
- If **Staff Mode** is set to polyphonic voices in the **Score Settings** dialog (**Staff-Polyphonic** tab)

### NOTE

Make sure to flip the stem first, if needed. If you adjust the stem length of a note and then flip it, the stem is reset to its default length.

### IMPORTANT

If you have enabled **Active** in the **Fixed Stems** section of the **Score Settings** dialog (**Staff-Options** tab), a lot of the automatic stem length settings are ignored. However, you can still edit the stem length and direction of individual notes.

## RELATED LINKS

[Staff - Options Tab](#) on page 95



- [Flipping Note Stems](#) on page 113
- [Flipping Stems of Grouped Notes](#) on page 113
- [Adjusting Stem Lengths](#) on page 114
- [Staff - Polyphonic Tab](#) on page 98

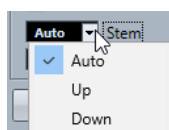
## Flipping Note Stems

You can flip the stem direction of selected notes.

---

### PROCEDURE

1. Select the notes whose stems you want to flip.
2. Do one of the following:
  - On the extended toolbar, click **Flip**.
  - Double-click a notehead, in the **Set Note Info** dialog, select an option from the **Stem** pop-up menu, and click **Apply**.



---

### RESULT

The stem direction of the selected notes is flipped, that is, the stems that pointed up now point down and vice versa.

### TIP

You can also use the options in the **Note Events** section of the right zone to perform this.

---

### RELATED LINKS

- [Set Note Info Dialog](#) on page 115
- [Note Events Section](#) on page 118

## Flipping Stems of Grouped Notes

You can flip the stems of grouped notes.

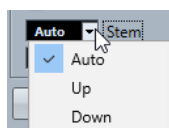
### PREREQUISITE

If you have adjusted the slanting of the beam by dragging, you must first reset the beam.

---

### PROCEDURE

1. Select any note in the group.
2. Do one of the following:
  - On the extended toolbar, click **Flip**.
  - Double-click a notehead, in the **Set Note Info** dialog, select an option from the **Stem** pop-up menu, and click **Apply**.



#### RESULT

The stems of the group are flipped.

#### TIP

You can also use the options in the **Note Events** section of the right zone to perform this.

---

#### RELATED LINKS

[Setting an Independent Stem Direction for Grouped Notes](#) on page 114

[Set Note Info Dialog](#) on page 115

[Note Events Section](#) on page 118

## Setting an Independent Stem Direction for Grouped Notes

You can set up independent stem directions. This is useful if you want the stems that are attached to the same beam to go in different directions.

#### PREREQUISITE

**Page Mode** is active.

---

#### PROCEDURE

- Drag the start and end points of the beam.



Independent stem direction under a beam

---

#### RELATED LINKS

[Adjusting Beam Slants](#) on page 129

## Adjusting Stem Lengths

You can adjust the length of stems.

#### PREREQUISITE

**Page Mode** is active.

#### NOTE

Make sure to flip the stem first, if needed. If you adjust the stem length of a note and then flip it, the stem is reset to the default length.

---

#### PROCEDURE

1. Click the end of the stem so that a handle appears.



2. Optional: If you want to change the lengths of several stems at the same time, hold down **Shift** and select these stems as well.
  3. Drag the stem handles up or down.
- 

#### RESULT

All selected stems are lengthened or shortened by the same amount.

## Resetting Stem Lengths and Beam Slants

You can reset stem lengths and beam slants.

### PREREQUISITE

**Stems/Beams** is activated on the filter bar and in the score, and the text **Stem** is shown below the notes where you adjusted stems or slants manually.

---

### PROCEDURE

1. In your score, click **Stem**.
2. Press **Backspace** or **Delete** to remove the text.

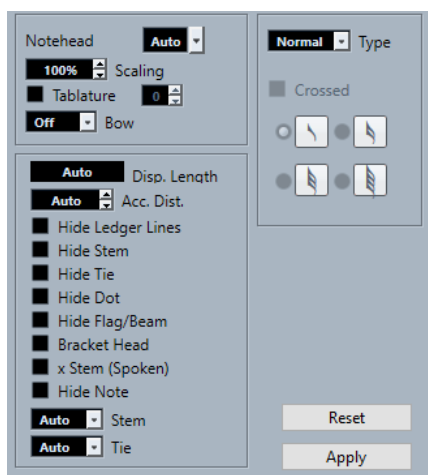


---

## Set Note Info Dialog

The **Set Note Info** dialog allows you to change the properties of all notes individually.

- To open the **Set Note Info** dialog, double-click a notehead.



The following options are available:

### Notehead

Allows you to select a notehead symbol for the note. Select **Auto** for a default notehead.

### Scaling

Allows you to change the size of noteheads.

### Tablature

Allows you to convert a note into a tablature note. You can specify a fret number for the notehead.

### Bow

Allows you to select a bow up/bow down articulation or no articulation.



Bow up and down

### Display Length

Allows you to adjust the displayed length of notes without affecting playback. To display notes according to their actual value, set this to **Auto** by scrolling the value down to zero.

NOTE

The display quantize settings still apply.

---

### Accidental Distance

Allows you to specify how far from the note accidentals are shown horizontally. The higher the number the greater the distance.

### Hide Ledger Lines

Removes ledger lines for notes with high or low pitches.



With and without ledger lines

### Hide Stem

Hides the note stem.

### Hide Tie

Hides the tie.

### Hide Dot

Hides the dot of a dotted note.

### Hide Flag/Beam

Hides the flags or beams of the selected notes.

### Bracket Head

Displays notes with brackets.



**Bracket Head** on and off

### X Stem (Spoken)

Displays a note with an x across its stem. This is used to indicate spoken words.



### Hide Note

Hides the selected notes.

### Stem

Determines the stem direction.

### Tie

Determines the direction of ties. When this is set to **Auto**, the tie direction is set automatically depending on the stem direction of the tied notes.

### Type

Allows you to set the note type.

- **Normal**  
This is how notes are usually displayed.
- **Grace**

Displays notes as grace notes.

- **Cue**

Displays notes as cue notes, that is, smaller. This is often used for guide notes.

- **Graphic**

Displays special notes, for example, for guitar notation (pull-offs) and trills (as help notes, indicating which notes to trill between). Consider activating **Hide Stem**.

Graphic notes are not included in the automated cutting. They are positioned after the notes they belong to.

### **Crossed**

If **Grace** is activated, this crosses the stem with a slanted line to indicate that the note is a grace note.

### **Grace note options**

If **Grace** is activated, this allows you to select a note value for the grace note.

### **Reset**

Resets all settings to their default values.

### **Apply**

Applies the settings.

#### RELATED LINKS

[Note Events Section](#) on page 118

[Notehead Section](#) on page 119

[Extended Options Section](#) on page 119

[Changing the Notehead Shape](#) on page 122

[Tablature](#) on page 229

[Staff – Main Tab](#) on page 91

[Flipping Note Stems](#) on page 113

[Editing Grace Notes](#) on page 134

[Displaying Cue Notes for Voices](#) on page 132

[Cutting Notes Manually](#) on page 131

[Right Zone](#) on page 19

[Expression Map Section](#) on page 147

[Favorites Section](#) on page 140

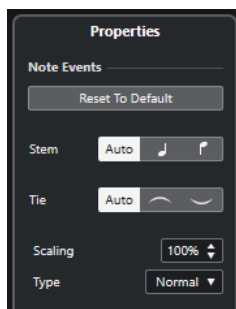
[Setting up Favorites](#) on page 141

## Note Event Properties

The **Properties** tab for note events in the right zone of the **Score Editor** allows you to change the properties of the selected note event.

- To open the **Properties** tab for note events in the right zone, select a notehead in the score display.

## Note Events Section



The following options affect the selected element:

### Reset To Default

Resets all settings to their default values.

### Stem

Determines the stem direction.

### Tie

Determines the direction of ties. When this is set to **Auto**, the tie direction is set automatically depending on the stem direction of the tied notes.

### Scaling

Allows you to change the size of noteheads.

### Type

Allows you to set the note type.

- **Normal**  
This is how notes are usually displayed.
- **Grace**  
Displays notes as grace notes.
- **Cue**  
Displays notes as cue notes, that is, smaller. This is often used for guide notes.
- **Graphic**  
Displays special notes, for example, for guitar notation (pull-offs) and trills (as help notes, indicating which notes to trill between). Consider activating **Hide Stem**.  
Graphic notes are not included in the automated cutting. They are positioned after the notes they belong to.

### Grace note options

If **Grace** is activated, this allows you to select a note value for the grace note.

### Crossed

If **Grace** is activated, this crosses the stem with a slanted line to indicate that the note is a grace note.

## Notehead Section



The following options affect the selected element:

### Tablature

Allows you to convert a note into a tablature note. You can specify a fret number for the notehead.

### Notehead

Allows you to select a notehead symbol for the note. Select **Auto** for a default notehead.

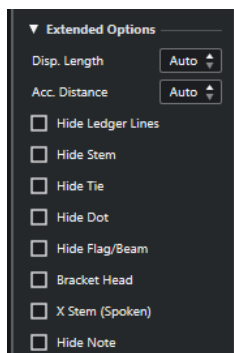
### Bow

Allows you to select a bow up/bow down articulation or no articulation.



Bow up and down

## Extended Options Section



The following options affect the selected element:

### Display Length

Allows you to adjust the displayed length of notes without affecting playback. To display notes according to their actual value, set this to **Auto** by scrolling the value down to zero.

NOTE

The display quantize settings still apply.

---

### Accidental Distance

Allows you to specify how far from the note accidentals are shown horizontally. The higher the number the greater the distance.

### Hide Ledger Lines

Removes ledger lines for notes with high or low pitches.



With and without ledger lines

### Hide Stem

Hides the note stem.

### Hide Tie

Hides the tie.

### Hide Dot

Hides the dot of a dotted note.

### Hide Flag/Beam

Hides the flags or beams of the selected notes.

### Bracket Head

Displays notes with brackets.



Bracket Head on and off

### X Stem (Spoken)

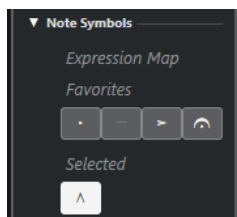
Displays a note with an x across its stem. This is used to indicate spoken words.



### Hide Note

Hides the selected notes.

## Note Symbols Section



The **Note Symbols** section features the following sections:

- **Expression Map**  
This section contains the note-related symbols from the current expression map.
- **Favorites**  
This section contains the note-related symbols from the left zone (**Symbols** tab-**Favorites**) section.
- **Selected**  
This section contains the note-related symbols of the selected note.



**NOTE**

You can click the buttons to add/remove the respective note-related symbols.

---

RELATED LINKS

- [Set Note Info Dialog](#) on page 115
- [Changing the Notehead Shape](#) on page 122
- [Tablature](#) on page 229
- [Staff – Main Tab](#) on page 91
- [Flipping Note Stems](#) on page 113
- [Editing Grace Notes](#) on page 134
- [Displaying Cue Notes for Voices](#) on page 132
- [Cutting Notes Manually](#) on page 131
- [Right Zone](#) on page 19
- [Expression Map Section](#) on page 147
- [Favorites Section](#) on page 140
- [Setting up Favorites](#) on page 141

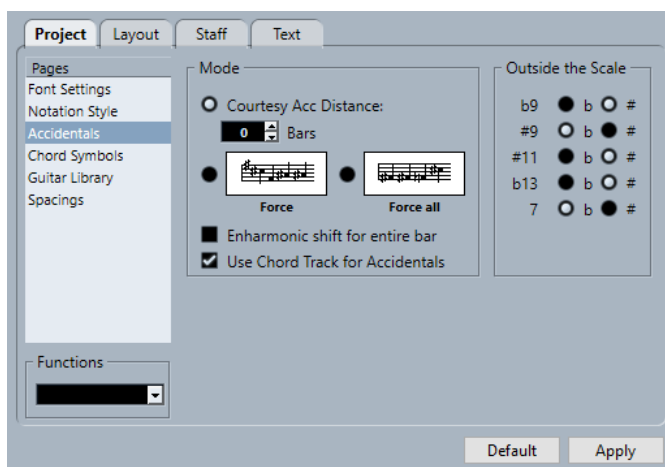
## Setting up Accidental Options

You can set up the display of accidentals for all tracks in the project.

---

PROCEDURE

1. Open the **Score Settings** dialog (**Project** tab) and select **Accidentals** from the **Pages** list.



2. In the **Mode** section, make your settings.
  3. Optional: To show all notes with accidentals, open the **Project** page, select **Notation Style** from the **Pages** list, and in the **H.W. Henze Style** category, activate **Accidentals for Each Note**.
- 

RELATED LINKS

- [Project – Accidentals Page](#) on page 82
- [Project – Notation Style Page](#) on page 77

## Changing the Enharmonic Spelling

You can use **Enharmonic Shift** to change the enharmonic spelling of notes. This is useful if one or several notes are not displayed with the accidentals that you want.

---

### PROCEDURE

1. Select the notes to be shifted.
2. Click the desired option on the extended toolbar.

### NOTE

If you want the enharmonic shift to be repeated in the whole bar, activate **Enharmonic shift for entire bar** in the **Score Settings** dialog (**Project-Accidentals** page).

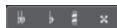
---

### RELATED LINKS

- [Enharmonic Shift buttons](#) on page 15
- [Project - Accidentals Page](#) on page 82

## Enharmonic Shift Section

The **Enharmonic Shift** buttons allow you to change the enharmonic spelling of the selected note.



Activate one of these buttons if you want regular enharmonic shifting.



Activate this button if you want to deactivate enharmonic shifting for the notes.



Activate this button if you want to hide the accidental completely.



Activate this button if you want to create a help accidental for the selected notes only.



Activate this button if you want to enclose the accidental in parentheses. To remove them, select **off**.

### RELATED LINKS

- [Extended Toolbar](#) on page 15

## Changing the Notehead Shape

You can change the shape of noteheads.

---

### PROCEDURE

1. Select the noteheads for which you want to change the shape.
2. Do one of the following:
  - On the extended toolbar, click **Get Info**.
  - Double-click a notehead.
3. In the **Set Note Info** dialog, open the **Notehead** pop-up menu.

4. Select a notehead.
  5. Click **Apply**.
- 

#### RESULT

The settings are applied to the selected noteheads.

#### TIP

You can also use the options in the **Notehead** section of the right zone to perform this.

---

#### RELATED LINKS

[Set Note Info Dialog](#) on page 115

[Notehead Section](#) on page 119

## Colorizing Noteheads

You can assign colors to noteheads.

#### PREREQUISITE

On the toolbar, the **Event Colors** section is activated.

---

#### PROCEDURE

1. Select the notes that you want to colorize.
  2. On the toolbar, open the **Event Colors** pop-up menu and pick a color.
- 

#### RESULT

The noteheads are colorized. The color is only visible if the notes are not selected. To hide the colors temporarily, you can activate **Hide Colors**.

#### RELATED LINKS

[Event Colors](#) on page 12

## Copying Settings Between Notes

You can copy the attributes and settings of one note and use them for other notes.

---

#### PROCEDURE

1. Set up a note.  
This includes the settings in the **Set Note Info** dialog, but also any note-related symbols such as accents, staccato, articulation, etc.
  2. Select the note, and select **Edit > Copy**.
  3. Select the notes to which you want to copy the attributes.
  4. Right-click the notes to which you want to copy the attributes, and select **Paste Attributes**.
- 

#### RESULT

The selected notes get the attributes of the first note, but their pitches and note values remain unchanged.

RELATED LINKS

[Set Note Info Dialog](#) on page 115

[Symbol Details](#) on page 140

[Note Symbols Section](#) on page 148

## Beams

Cubase automatically groups notes under beams. You can determine how notes are grouped.

You can display subgroups after four sixteenth notes under a beam by activating **Beam Subgroups** in the **Score Settings** dialog (**Staff-Options** tab).



**Beam Subgroups** deactivated



**Beam Subgroups** activated

If you also activate **16th Subgroups**, subgroups appear after only two sixteenths.



**Beam Subgroups** with **16th Subgroups** activated

In the **Score Settings** dialog (**Project-Notation Style** page), you can find options for beam appearance in the **Beams** category. These settings are global for all staves.

RELATED LINKS

[Project - Notation Style Page](#) on page 77

## Activating Automatic Grouping

You can create automatic beam groups in specific sections.

---

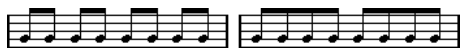
PROCEDURE

1. Select the notes that you want to group.
2. Right-click one of the notes, and from the context menu, select **Group/Ungroup > Auto Group Notes**.

---

RESULT

In 4/4, you get for example two groups of eighth notes per bar, in 3/4 you get one group per bar, etc.



Before and after using auto grouping in 4/4

## Deactivating Beams

You can activate/deactivate beams independently for each staff.

---

PROCEDURE

1. Open the **Score Settings** dialog (**Staff-Options** tab).

2. Activate **No Beams**.
  3. Click **Apply**.
- 

#### RESULT

The beams are deactivated. However, even if beams are deactivated for the staff, you can still put some notes under beams manually.

#### RELATED LINKS

[Staff – Options Tab](#) on page 95

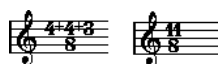
## Grouping Notes under Beams Using Composite Time Signatures

You can create composite time signatures that are used only to group notes under beams.

---

#### PROCEDURE

1. Double-click the time signature symbol for the staff to open the **Edit Time Signature** dialog.
2. Set up the numerator with the grouping you want.  
If you want eighth notes in two groups of three and one group of two, for example, enter 3+3+2.
3. Set the denominator if necessary.
4. Activate **For Grouping Only**.



5. Click **OK**.
- 

#### RESULT

The notes are grouped accordingly under beams.

#### NOTE

**For Grouping Only** affects the way the numerator is divided. Any changes you make to the sum of the numerator number or the denominator result in a change of the actual time signature in the project. If you need a grouping which cannot be entered in the current time signature, you must group notes manually.

---

#### RELATED LINKS

[Edit Time Signature Dialog](#) on page 29

## Grouping Notes under Beams Using Click Patterns

You can group notes under beams by defining and applying click patterns.

---

#### PROCEDURE

1. In the **Score Settings** dialog, open the **Project** page.
2. Open the **Notation Style** page, and in the **Groupings** category, activate **Use Click Patterns for Groupings**.
3. Click **Apply**.
4. Select **Project > Add Track > Signature** to add a time signature track.

5. Double-click the plus sign or the pattern to the right of the time signature value to open the **Click Pattern Editor**.
  6. Use the **Clicks** setting to define the number of clicks that you want to hear, and click in the event display to set up a new click pattern.
  7. When you are done, click outside the **Click Pattern Editor** to close it.
- 

#### RESULT

The grouping and beaming follows the click pattern.

#### RELATED LINKS

[Project – Notation Style Page](#) on page 77

## Grouping Notes under Beams with the Group Notes Function

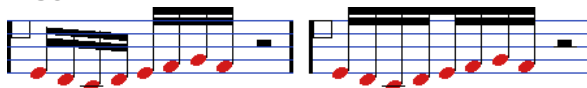
You can group any selection of eighth notes or smaller under a beam using the **Group Notes** function.

---

#### PROCEDURE

1. Select at least the two notes where you want the beam to begin and end.
  2. In the **Functions** section of the extended toolbar, click **Group Notes**.
- 

#### RESULT



Notes before and after grouping

If you group quarter notes, half notes, and other notes that are normally not displayed with beams under a beam, the result is a so-called **Brillenbass** symbol, commonly used for indicating repeated accompaniment patterns.



#### RELATED LINKS

[Functions buttons](#) on page 15

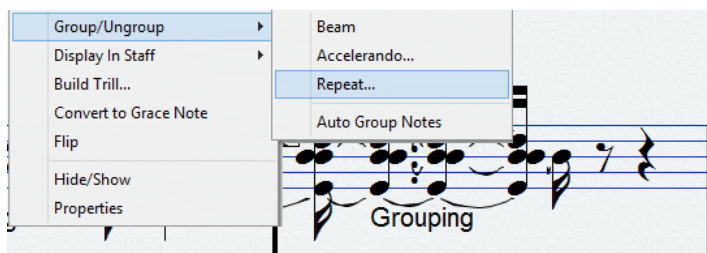
## Grouping Notes under Beams Using Repeats

You can repeat grouped notes.

---

#### PROCEDURE

1. Click **Set up Window Layout** on the toolbar and activate **Filters** to show the filters in the **Score Editor**.
2. In the **Filters** bar, activate **Grouping**.  
All grouped notes in the score display are now shown with the label **Grouping**.
3. Select the grouped notes that you want to repeat.
4. Right-click one of the notes, and from the **Group/Ungroup** submenu, select **Repeat**.



5. In the **Grouping** dialog, select a note value for the repeats.
  6. Click **OK**.
- 

#### RESULT

In this example, the **Repeat** function is used to display two pairs of sixteenth notes as two eighth notes with repeat bars. The second and fourth sixteenth note have only been hidden. Playback is not affected.



#### RELATED LINKS

[Filters](#) on page 16

## Removing Groupings

You can remove the grouping of grouped notes.

---

#### PROCEDURE

1. Click **Set up Window Layout** on the toolbar and activate **Filters** to show the filters in the **Score Editor**.
  2. In the **Filters** bar, activate **Grouping**.  
All grouped notes in the score display are now shown with the label **Grouping**.
  3. Select a group by clicking on its **Grouping** label.
  4. Press **Backspace** or **Delete**.  
You can remove all groups from the score by holding down **Shift**, double-clicking the first **Grouping** label, and pressing **Backspace** or **Delete**.
- 

#### RESULT

The grouping is removed.



#### RELATED LINKS

[Filters](#) on page 16

## Removing Notes from Groups

You can remove notes from groups.

---

### PROCEDURE

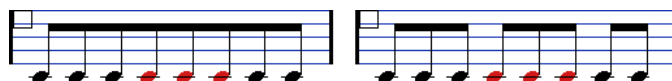
- Select the note that you want to remove from the group, right-click it, and select **Group/Ungroup > Beams**.

---

### RESULT

The note is removed from the group.

If you selected notes in the middle of a beam and then group them, new groups are created.



Before and after grouping

## Creating Fanned Beams

You can create fanned beams for an accelerando or ritardando, for example.

---

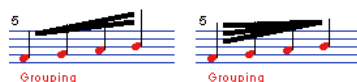
### PROCEDURE

1. Select the notes for which you want to create a fanned beam.
2. Right-click one of the notes, and from the **Group/Ungroup** submenu, select **Accelerando**.
3. Activate a note value option to specify an accelerando or a ritardando.
4. Click **OK**.

---

### RESULT

A grouped beam is created to indicate the accelerando or ritardando.



Example for accelerando (left) and ritardando (right)

## Creating Cross-Staff Beams

You can create a beam that extends from one staff to another.

---

### PREREQUISITE

You have set up a split or polyphonic voicing system or opened the **Score Editor** with more than one track.

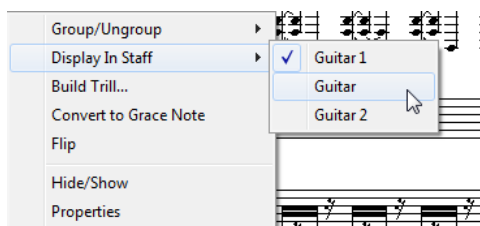
---

### PROCEDURE

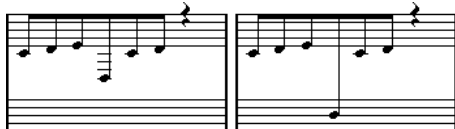
1. Select at least the two notes where you want the beam to begin and end.
2. In the **Functions** section of the extended toolbar, click **Group Notes**.
3. Adjust the note pitches so that they are correct even though some of the notes are on the wrong staff.  
Use the info line to edit the pitches if they are very low or high.
4. Select the notes that you want to show on the other staff, and right-click them.



- From the context menu, select **Display in Staff**, and select a staff from the submenu.



The notes are graphically moved to the selected system but keep their actual pitch.



Before and after moving a note to the lower staff

- If needed, adjust the beam appearance.



Cross-staff beaming with the beam in the middle

This does not move the affected notes to another track, but merely displays them as if they belonged to the other staff.

---

#### RELATED LINKS

[Adjusting Beam Slants](#) on page 129

## Adjusting Beam Slants

You can manually adjust beam slants.

#### PREREQUISITE

You have grouped and flipped notes and adjusted the settings so that the beams are as close as possible to how you want them.

---

#### PROCEDURE

- Click the corner of the beam and the stem.

A handle is shown.



A beam handle

- Drag the handle up or down to change the slant of the beam.



#### NOTE

You can adjust the distance between notes and their beam without changing the beam slant. Select both handles of a beam (by pressing the **Shift** key while selecting the second handle), and drag one of the handles up or down.

3. Drag the beam handles to put the beam between the noteheads for a mixed stem direction.



Beam between the notes

---

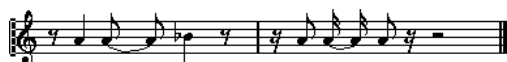
## Tied Notes

Tied notes are two or more notes that are tied together.

Tied notes are displayed in the following occasions:

- If a note is of an uneven length and cannot be displayed without tying together two or more notes of different note values.
- If a note crosses a barline.
- If a note crosses a group line within a bar.

Cubase automatically creates tied notes depending on the length and position of the notes. For example, a quarter note is cut in two and tied if it crosses a half note beat, and an eighth note is cut in two and tied if it crosses a quarter note beat.



If you choose one of the **Syncopation** options in the **Score Settings** dialog (**Staff-Main** tab), Cubase is less prone to cut and tie notes. For example, the second quarter note in the figure would not have been cut if syncopation had been activated. The **Syncopation** setting affects the whole track, but you can also make syncopation settings for separate sections in the score by inserting display quantize events.

You can change the way notes are cut by inserting time signature changes.



With a regular 4/4 time signature



With a composite time signature (3+2+3 eighth notes)

You can set the direction of the tie manually in the **Set Note Info** dialog or in the **Note Events** section of the right zone.

You can also set the shape of the ties. To display ties as flat lines, rather than as regular curved ties, activate **Flat Ties** in the **H.W. Henze Style** category of the **Score Settings** dialog (**Project-Notation Style** page).

#### RELATED LINKS

[Note Events Section](#) on page 118

[Selecting Tied Notes](#) on page 58

[Grouping Notes under Beams Using Composite Time Signatures](#) on page 125

[Cutting Notes Manually](#) on page 131  
[Inserting Display Quantize Exceptions](#) on page 44  
[Set Note Info Dialog](#) on page 115  
[Project – Notation Style Page](#) on page 77  
[Splitting Notes](#) on page 66

## Cutting Notes Manually

You can disable the automatic cutting mechanism of ties in a bar and insert manual cuts at any given position in the score.

---

### PROCEDURE

1. Select the **Cut Notes** tool.
2. Open the **Quantize Presets** pop-up menu, and select a quantize value.
3. Optional: Select the voice you want to make settings for.
4. Click the notes whose note value distribution you want to change.

A cutflag event is inserted to indicate that the automatic cutting mechanism was changed manually.

### NOTE

To insert a cutflag event for all voices in a polyphonic staff, hold down **Alt/Opt**.

---

### RESULT

A cutflag event is inserted in the bar at the position you clicked, and the regular cutting mechanism is disabled. If a bar contains a cutflag event, the automatic cutting mechanism is disabled within that bar. All notes or rests that start before and end after a cutflag event are cut at the position of the event. To display cutflag events, make sure that **Cutflag** is activated on the filters bar.

### AFTER COMPLETING THIS TASK

To remove a cutflag event, either click again with the **Cut Notes** tool at the same position, or select it and press **Backspace** or **Delete**.

### RELATED LINKS

[Cut Notes](#) on page 8  
[Quantize Presets](#) on page 11  
[Filters](#) on page 16

## Moving Notes Graphically

You can move notes graphically. This is useful if you want to change the layout without affecting the score or playback.

---

### PROCEDURE

1. Select the **Layout/Move Single Object** tool.
2. Click the tool button again to select one of the following:
  - To edit the position of a single note in the score, select **Move Single Object**.
  - To move other score objects together with the note, select **Move Notes and Context**.
3. Click the note and move it to the desired position.

Movement is restricted to horizontally only.

**NOTE**

You can also select all notes making up a chord by holding down **Alt/Opt** and clicking one of the notes with the **Layout** tool.

---

**RESULT**

The notes are moved graphically.

**RELATED LINKS**

[Layout](#) on page 8

---

## Moving Rests

You can move rests manually.

**PREREQUISITE**

**Page Mode** is active.

---

**PROCEDURE**

1. Optional: Open the **Event Movement Restrictions** pop-up menu on the **Score Editor** toolbar, and activate **Snap Rests and Repeats Vertically** to restrict the vertical movement of rests to system lines.
  2. Activate the **Object Selection** tool and move the rests up/down or sideways.
- 

**RELATED LINKS**

[Event Movement Restrictions](#) on page 10

---

## Displaying Cue Notes for Voices

You can set up voices to display cue notes.

---

**PROCEDURE**

1. Open the **Score Settings** dialog (**Staff-Polyphonic** tab).
2. Activate the **Cue** column for the voice.
3. Open the **Reduce Rests** pop-up menu, and set up how to handle rests for the voice.
4. Click **Apply**.
5. In the score, move the notes into the cue voice.



**RELATED LINKS**

[Setting up Polyphonic Voices](#) on page 104

[Polyphonic Voicing](#) on page 104

---

## Converting Notes to Cue Notes

You can convert regular notes to cue notes.

---

### PROCEDURE

1. Double-click a note.
2. In the **Set Note Info** dialog, open the **Type** pop-up menu and select **Cue**.
3. Click **Apply**.

---

### RESULT

The settings are applied to the selected notes.

### TIP

You can also use the options in the **Note Events** section of the right zone to perform this.

---

### RELATED LINKS

[Note Events Section](#) on page 118

[Set Note Info Dialog](#) on page 115

## Creating Grace Notes

You can create grace notes by converting any note into a grace note. Grace notes do not affect the rest of the score display in any way.

---

### PROCEDURE

1. Locate the note for which you want to add a grace note.
2. Insert one or more new notes just before it.
3. Do one of the following:
  - Double-click a notehead to open the **Set Note Info** dialog and from the **Type** pop-up menu, select **Grace**.
  - Right-click one of the notes and select **Convert to Grace Note** from the context menu.

---

### RESULT

The grace note is positioned just before the next note on the staff.

- If two grace notes are at the same position, they are put onto the same stem, as a chord.
- If multiple grace notes in front of the same note are put on different positions, they are grouped under a beam, and their order under the beam is controlled by their order in the track.
- If you put a grace note one tick before the next grace note, they are shown in the desired order under the beam.

Initially the grace notes are put in with a 32nd note beam. By double-clicking the note and changing the flag type in the **Set Note Info** dialog, you can change this.



Complex grace notes

RELATED LINKS

[Set Note Info Dialog](#) on page 115

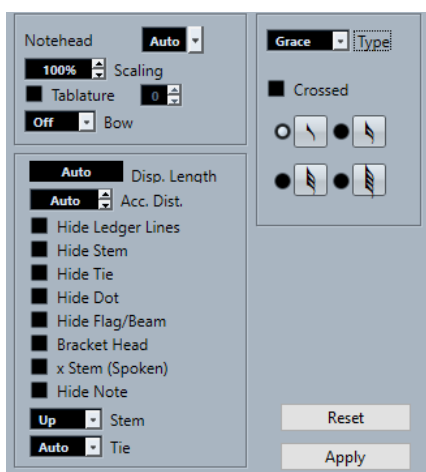
## Editing Grace Notes

You can edit grace notes.

---

PROCEDURE

1. Select one or more grace notes.
2. Double-click one of the selected notes.
3. In the **Set Note Info** dialog, open the **Type** pop-up menu, and select **Grace**.



4. Select a note value for the stem.
5. Optional: To have the stem cross by a slanted line, activate **Crossed**.
6. Click **Apply**.

---

RESULT

The settings are applied to the selected notes.

TIP

You can also use the options in the **Note Events** section of the right zone to perform this.

---

RELATED LINKS

[Set Note Info Dialog](#) on page 115

[Note Events Section](#) on page 118

## Converting Grace Notes to Regular Notes

You can convert grace notes to regular notes.

---

PROCEDURE

1. Select the grace notes that you want to convert.
2. Do one of the following:

- In the right zone, open the **Note Events** section, and in the **Type** pop-up menu, select **Normal**.
  - Open the **Set Note Info** dialog by double-clicking one of the selected notes, in the **Type** pop-up menu select **Normal**, and click **Apply**.
- 

RELATED LINKS

[Note Events Section](#) on page 118

[Set Note Info Dialog](#) on page 115

## Building Tuplets

You can build tuplets by permanently changing the MIDI data of the notes.

---

PROCEDURE

1. Insert as many notes as the tuplet consists of.
  2. Select the notes.
  3. Select **Scores > Build N-Tuplet**.
  4. In the **Tuplets** dialog, make your changes.
  5. Click **Build**.
- 

RESULT

The tuplet is built.

NOTE

If the tuplet is a quarter note long or shorter, the notes are automatically grouped under a beam. If it is longer, you must group the notes manually.

---

In the **Score Settings** dialog (**Project-Notation Style** page), you can find the **Tuplets** category with settings for tuplets.

RELATED LINKS

[Tuplets Dialog](#) on page 136

[Project - Notation Style Page](#) on page 77

[Beams](#) on page 124

## Quantizing the Display to Show Tuplets

If you recorded a tuplet and it plays back as you want it, but it is not displayed correctly, you can quantize the display.

---

PROCEDURE

1. Select the notes in the tuplet group.
2. Select **Scores > Build N-Tuplet**.
3. In the **Tuplets** dialog, make your changes.

NOTE

You cannot use the regular **Display Quantize** options as these do not apply to any other divisions than triplets.

---

4. Click **Quantize**.

---

RESULT

The tuplet is displayed correctly.

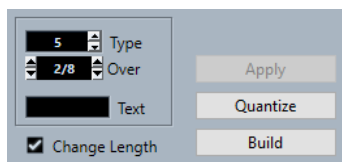
RELATED LINKS

[Tuplets Dialog](#) on page 136

## Tuplets Dialog

The **Tuplets** dialog allows you to set up tuplets, triplets, etc.

- To open the **Tuplets** dialog, select the notes and select **Scores > Build N-Tuplet**.



### Type

Allows you to enter a value for the type of tuplet. Enter 3 for a triplet, 4 for a quadruplet, 5 for a quintuplet, etc.

### Over

Allows you to determine the duration of the tuplet.

### Text

Allows you to enter text that is displayed instead of the number.

### Change Length

Changes the length of all notes so that they correspond to the duration of the tuplet.

### Apply

Applies the changes.

### Quantize

Builds the tuplet by applying **Display Quantize**, without changing the positions of the notes.

### Build

Moves the notes to the correct tuplet positions and applies **Display Quantize**.



# Working with Symbols

Cubase provides a **Symbols** tab that holds specific symbols that you can insert in your score.

When you select a symbol, the **Draw** tool is automatically selected.

If you activate **Double-Click Symbol to Get Draw Tool** in the **Preferences** dialog (**Scores-Editing** page), you must double-click the symbol to get the **Draw** tool.

If you activate **Display Object Selection tool after Inserting Symbol** in the **Preferences** dialog (**Scores-Editing** page), the **Object Selection** tool is automatically selected after you have inserted a symbol. Deactivate this option if you want to insert a lot of symbols with the **Draw** tool.

You can delete symbols like any other object with the **Erase** tool or by selecting it and pressing **Delete** or **Backspace**.

You can copy and paste notes and symbols on the note layer. If you paste note-dependent symbols, they become independent and are no longer tied to any note.

## RELATED LINKS

[Layers](#) on page 137

[Symbol Details](#) on page 140

[Inserting Note Symbols](#) on page 162

[Inserting Note-Dependent Symbols](#) on page 162

[Symbol Handles](#) on page 163

[Moving Notes and Symbols](#) on page 163

[Copying Notes and Symbols between Bars](#) on page 164

[Resizing Symbols](#) on page 167

[Aligning Symbols](#) on page 168

## Layers

In Cubase, a score page always has multiple layers: the note layers, the layout layer, and the project layer. Any symbol that you add to the score belongs to one of these layers, depending on the type of symbol.

### Note Layer Symbols

The following symbols automatically belong to the note layer:

- Notes
- Note symbols, such as accents and lyrics, and note-dependent symbols, such as arpeggio lines

These symbols are tied to notes. If you move, cut, or paste the note, the note symbol is moved, cut, or pasted as well.

- Other note layer symbols, such as tempo, dynamics, and chords

If you edit the notes, these symbols remain unaffected. The position of these symbols is fixed within a bar. If you change the spacing of the bars across the page, the symbol positions are changed as well.

Note layer symbols automatically belong to **Layer 1**. You can assign them to **Layer 2** or **Layer 3**, if needed.

Note layer symbols belong to the voice to which you insert them. Therefore, make sure that you activate the correct voice.

## Layout Layer Symbols

Layout layer symbols are an integral part of the layout that is stored for a specific combination of tracks. The inserted layout symbols and texts are automatically shown on all tracks of this combination.

### NOTE

By deactivating the **L** column for specific tracks in the **Score Settings** dialog (**Layout** tab), you can hide layout symbols for that track.

---

You can insert symbols from the sections **Dynamics Mapping**, **Dynamics**, **Lines/Trills**, **Other**, and **Form Symbols** to the layout layer.

## Project Layer Symbols

Project layer symbols are layout symbols that are displayed for all layouts in a score.

You can insert symbols from the sections **Dynamics Mapping**, **Dynamics**, **Line/Trill**, **Other**, and **Form Symbols** as well as barline types and bar number offsets to the project layer.

### NOTE

If you insert repeats, da capos, and endings as project layer symbols and activate the **Arranger** mode, playback follows the symbols.

---

### RELATED LINKS

- [Layer buttons](#) on page 16
- [Activating Voices and Entering Notes](#) on page 106
- [Activating a Staff](#) on page 27
- [Working with Layouts](#) on page 197
- [Assigning Note Layer Symbols to Layers](#) on page 138
- [Activating Layers](#) on page 139
- [Playing Back Repeats and Project Symbols](#) on page 238
- [Score Settings – Layout Tab](#) on page 87
- [Importing Symbols from Another Layout](#) on page 199

## Assigning Note Layer Symbols to Layers

Notes, note symbols, and note-dependent symbols are automatically assigned to note **Layer 1**. However, you can assign these symbols to **Layer 2** or **Layer 3**. This is useful if you want to lock specific layers to avoid accidentally selecting or deleting these objects in the score, for example.

### PREREQUISITE

**Page Mode** is active.

---

### PROCEDURE

1. On the extended toolbar, open the **Set Up Score Lock Layers** menu.
2. In the menu, activate the event types that you want to assign to that layer.

**TIP**

Activate different layers for symbol types that might conflict graphically, such as bar numbers and note symbols, for example.

---

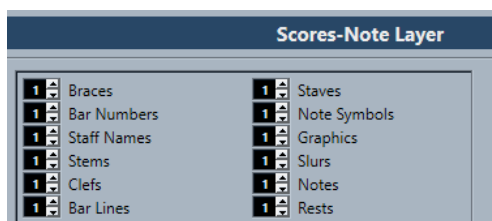
**RESULT**

The symbol types are assigned to the layer.

**NOTE**

You can also edit the layers in the **Preferences** dialog (**Scores-Note Layer** page).

---



**RELATED LINKS**

[Extended Toolbar](#) on page 15

[Layers](#) on page 137

## Activating Layers

You can activate specific layers for editing. Layers that are not activated are locked for editing.

**PREREQUISITE**

**Page Mode** is active.

---

**PROCEDURE**

- On the extended toolbar, activate the button of the layer that you want to activate.
- 

**RESULT**

The layer button is highlighted, and the symbols that belong to that layer become available for editing. Symbols that belong to a deactivated layer are grayed out. This allows you to find out which symbols belong to which layer. This is especially useful for the layout and project layers.

**NOTE**

If you activate **Colorize Layer** on the extended toolbar, symbols are colorized according to their layers.

---

**AFTER COMPLETING THIS TASK**

Deactivate all the layers that you do not want to edit by deactivating the respective buttons.

**RELATED LINKS**

[Extended Toolbar](#) on page 15

[Layers](#) on page 137

## Inserting Symbols to Layers

You can insert symbols to specific layers. Some symbols can belong to the project layer or the layout layer.

---

### PROCEDURE

1. Do one of the following:
    - To insert a symbol on the project layer, that is, for all layouts in the score, activate the symbol, right-click it, and select **Insert to Project Layer** from the context menu.
    - To insert a symbol on the layout layer, that is, for a specific combination of tracks, activate the symbol, right-click it, and select **Insert to Layout Layer** from the context menu.
  2. Click at the position in the score where you want to insert the symbol.
- 

### RELATED LINKS

[Layers](#) on page 137

## Symbol Details

The **Symbols** tab contains symbols that you can add to the score. These symbols are arranged in different sections.

- To insert a symbol in your score, open a section, activate a symbol, and click in the score.
- To open a dialog that allows you to edit a symbol, double-click a symbol.
- To edit the symbol in a context menu, right-click the symbol.

### RELATED LINKS

[Favorites Section](#) on page 140

[Keys Section](#) on page 141

[Clefs Section](#) on page 142

[Time Signatures Section](#) on page 143

[Chord Symbols Section](#) on page 144

[Guitar Symbols Section](#) on page 145

[Expression Map Section](#) on page 147

[Dynamics Mapping Section](#) on page 147

[Clefs etc. Section](#) on page 148

[Note Symbols Section](#) on page 148

[Dynamics Section](#) on page 149

[Lines/Trills Section](#) on page 152

[Other Section](#) on page 154

[Form Symbols Section](#) on page 158

[Words Section](#) on page 159

[User Symbols Section](#) on page 159

[Symbol Palettes](#) on page 18

## Favorites Section

The **Favorites** section is a customizable section that allows for instant access to the symbols you often use.

By default, this section is empty.

RELATED LINKS

[Setting up Favorites](#) on page 141

## Setting up Favorites

You can add symbols that you often use to the **Favorites** section.

---

PROCEDURE

1. Open a section from which you want to copy a symbol.
2. Do one of the following:
  - Right-click the symbol that you want to add to the **Favorites** section, and from the context menu, select **Add to Favorites**.
  - **Alt/Opt**-click the symbol that you want to add to the **Favorites** section.

NOTE

Not all symbols can be added to the **Favorites** section.

---

RESULT

The symbol is added to the **Favorites** section.

AFTER COMPLETING THIS TASK

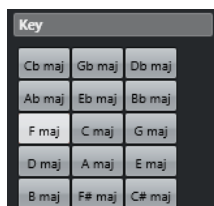
To remove a symbol from the **Favorites** section, right-click the symbol in the **Favorites** section, and from the context menu, select **Remove**.

RELATED LINKS

[Favorites Section](#) on page 140

## Keys Section

The **Keys** section contains shortcuts to key symbols that you can insert at the start of a system. Key signature symbols can show the key of the music.



Key		
Cb maj	Gb maj	Db maj
Ab maj	Eb maj	Bb maj
F maj	C maj	G maj
D maj	A maj	E maj
B maj	F# maj	C# maj

The following symbols are available:

### **Cb maj/Ab min**

Inserts 7 flats for the flat notes of the key B $\flat$ , E $\flat$ , A $\flat$ , D $\flat$ , G $\flat$ , C $\flat$ , F $\flat$ .

### **Gb maj/Eb min**

Inserts 6 flats for the flat notes of the key B $\flat$ , E $\flat$ , A $\flat$ , D $\flat$ , G $\flat$ , C $\flat$ .

### **Db maj/Bb min**

Inserts 5 flats for the flat notes of the key B $\flat$ , E $\flat$ , A $\flat$ , D $\flat$ , G $\flat$ .

### **Ab maj/F min**

Inserts 4 flats for the flat notes of the key B $\flat$ , E $\flat$ , A $\flat$ , D $\flat$ .

**E<sup>b</sup> maj/C min**

Inserts 3 flats for the flat notes of the key B<sup>b</sup>, E<sup>b</sup>, A<sup>b</sup>.

**B<sup>b</sup> maj/G min**

Inserts 2 flats for the flat notes of the key B<sup>b</sup>, E<sup>b</sup>.

**F maj/D min**

Inserts 1 flat for the flat notes of the key B<sup>b</sup>.

**C maj/A min**

Does not insert any sharps or flats.

**G maj/E min**

Inserts 1 sharp for the sharp notes of the key F<sup>#</sup>.

**D maj/B min**

Inserts 2 sharps for the sharp notes of the key F<sup>#</sup>, C<sup>#</sup>.

**A maj/F<sup>#</sup> min**

Inserts 3 sharps for the sharp notes of the key F<sup>#</sup>, C<sup>#</sup>, G<sup>#</sup>.

**E maj/C<sup>#</sup> min**

Inserts 4 sharps for the sharp notes of the key F<sup>#</sup>, C<sup>#</sup>, G<sup>#</sup>, D<sup>#</sup>.

**B maj/G<sup>#</sup> min**

Inserts 5 sharps for the sharp notes of the key F<sup>#</sup>, C<sup>#</sup>, G<sup>#</sup>, D<sup>#</sup>, A<sup>#</sup>.

**F<sup>#</sup> maj/D<sup>#</sup> min**

Inserts 6 sharps for the sharp notes of the key F<sup>#</sup>, C<sup>#</sup>, G<sup>#</sup>, D<sup>#</sup>, A<sup>#</sup>, E<sup>#</sup>.

**C<sup>#</sup> maj/A<sup>#</sup> min**

Inserts 7 sharps for the sharp notes of the key F<sup>#</sup>, C<sup>#</sup>, G<sup>#</sup>, D<sup>#</sup>, A<sup>#</sup>, E<sup>#</sup>, B<sup>#</sup>.

RELATED LINKS

[Edit Key Dialog](#) on page 35

[Setting the Initial Clef, Key, and Time Signature](#) on page 28

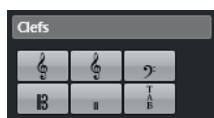
[Inserting Clefs, Keys, or Time Signatures](#) on page 68

[Clef, Key, and Time Signature Settings](#) on page 28

[Setting the Key](#) on page 34

## Clefs Section

The **Clefs** section contains shortcuts to the most common clefs that you can insert at the start of every system. Clefs determine the name and pitch of the notes on each line of the staff.



The following symbols are available:

**Treble**

Inserts a treble clef.

**Treble 8va**

Inserts a treble clef that sounds an octave higher.

### Bass

Inserts a bass clef.

### Alto

Inserts an alto clef.

### Drum

Inserts a symbol that indicates that the staff is used for drum notation.

### Tablature/TAB

Inserts a TAB sign for tablature.

#### RELATED LINKS

[Edit Clef Dialog](#) on page 30

[Inserting Clefs, Keys, or Time Signatures](#) on page 68

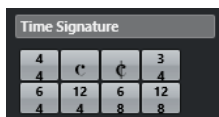
[Setting the Initial Clef, Key, and Time Signature](#) on page 28

[Clef, Key, and Time Signature Settings](#) on page 28

[Setting the Clef](#) on page 30

## Time Signatures Section

The **Time Signatures** section contains shortcuts to the most common time signatures that you can insert directly into your score to indicate the meter of the music.



The following symbols are available:

#### 4/4

Sets the time signature to **4/4**.

#### Common time

Sets the time signature to common time **C** 4/4.

#### Cut time

Sets the time signature to cut time **C** 2/2.

#### 3/4

Sets the time signature to **3/4**.

#### 6/4

Sets the time signature to **6/4**.

#### 12/4

Sets the time signature to **12/4**.

#### 6/8

Sets the time signature to **6/8**.

#### 12/8

Sets the time signature to **12/8**.

#### RELATED LINKS

[Edit Time Signature Dialog](#) on page 29

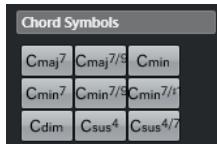
[Inserting Clefs, Keys, or Time Signatures](#) on page 68

[Clef, Key, and Time Signature Settings](#) on page 28

[Setting the Time Signature](#) on page 29

## Chord Symbols Section

The **Chord Symbols** section contains shortcuts to some common chord symbols that you can insert into your score. Chord symbols indicate the vertical harmony of the music at a specific position.



The following symbols are available:

### **C maj7**

Inserts a **C maj7** chord symbol.

### **C maj7/9**

Inserts a **C maj7/9** chord symbol.

### **C min**

Inserts a **C min** chord symbol.

### **C min7**

Inserts a **C min7** chord symbol.

### **C min7/9**

Inserts a **C min7/9** chord symbol.

### **C min7/#11**

Inserts a **C min7/#11** chord symbol.

### **C dim**

Inserts a **C dim** chord symbol.

### **C sus4**

Inserts a **C sus4** chord symbol.

### **C sus4/7**

Inserts a **C sus4/7** chord symbol.

#### NOTE

- To edit the inserted chord, double-click the chord symbol and change the settings in the **Edit Chord Symbol** dialog.
- If **Display Transpose** is activated in the **Score Settings** dialog (**Staff-Main** tab), chord symbols change accordingly.

---

#### RELATED LINKS

[Setting up Note Names](#) on page 39

[Project – Chord Symbols Page](#) on page 83

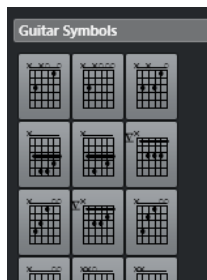
[Edit Chord Symbol Dialog](#) on page 171

[Inserting Chord Symbols](#) on page 169



## Guitar Symbols Section

The **Guitar Symbols** section contains shortcuts to some common fretboard diagrams that you can insert into your score.



### RELATED LINKS

- [Guitar Symbol Dialog](#) on page 145
- [Adding Symbols to the Guitar Library](#) on page 145
- [Project – Guitar Library Page](#) on page 84
- [Other Section](#) on page 154

## Adding Symbols to the Guitar Library

You can add guitar symbols to the guitar library. The **Guitar Library** page in the **Score Settings** dialog allows you to define guitar symbols for all common chords.

---

### PROCEDURE

1. Open the **Score Settings** dialog (**Project–Guitar Library** page).
2. Click **New** to add a guitar symbol to the library.
3. Double-click the guitar symbol to open the **Guitar Symbol** dialog and edit the symbol.

---

### RESULT

The symbol you create is interpreted and its name is displayed to the right of the fretboard symbol.

### AFTER COMPLETING THIS TASK

Save the guitar library as a separate file by opening the **Functions** pop-up menu and selecting **Save**.

You can load it later by selecting **Load Current Pane** from the **Functions** pop-up menu.

---

### IMPORTANT

Loading a guitar library file replaces the current library.

---

### RELATED LINKS

- [Guitar Symbols Section](#) on page 145
- [Project – Guitar Library Page](#) on page 84
- [Creating Chord Symbols from a Recording](#) on page 173

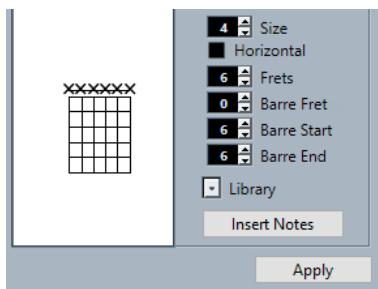
## Guitar Symbol Dialog

The **Guitar Symbol** dialog allows you to set up fretboard diagrams for guitar.

- To open the **Guitar Symbol** dialog, double-click a guitar symbol in the score.

**NOTE**

You can insert guitar symbols by selecting **Guitar Symbol** from the **Other** section or from the **Guitar Symbols** section on the **Symbols** tab and clicking in the score.



- To insert a dot on any fret and string, click on it.  
To remove it, click again.
- To add a symbol just above the string, outside the fretboard, click there.  
Consecutive clicks allow you to select between a ring (open string), a cross (omitted string), and no symbol.
- To add a capodaster number, click to the left of the symbol.  
Consecutive clicks allow you to step through the possibilities.

**Size**

Allows you to adjust the size of the symbol.

**Horizontal**

Shows the symbol horizontally.

**Frets**

Allows you to adjust how many frets are displayed.

**Barre Fret**

Allows you to select a barre fret.

**Barre Start**

Allows you to specify the start string of a barre.

**Barre End**

Allows you to specify the end string of a barre.

**Library**

Allows you to select any guitar chord symbols that you have defined in the guitar library.

**Insert Notes**

Inserts the actual notes into the score.

**NOTE**

If you want to insert a lot of chord symbols, or if you are using chord symbols in a lot of different scores, you can gather all your chord symbols in a guitar library. This way you do not have to recreate the same chord symbol repeatedly.

---

RELATED LINKS

[Guitar Symbols Section](#) on page 145

[Project – Guitar Library Page](#) on page 84

## Expression Map Section

The **Expression Map** section contains shortcuts to articulations that are contained in the **Expression Map** that is loaded for your MIDI or instrument track.



### RELATED LINKS

[Inserting Articulations](#) on page 147

## Inserting Articulations

You can add articulations from expressions maps to one or several selected notes.

### PROCEDURE

1. On the **Symbols** tab, open the **Expression Map** section.
2. Activate the articulation symbol, and click at the desired position in the note display.

### NOTE

If you hold down **Alt/Opt** while inserting a symbol to one staff in a grand staff, this symbol is inserted at corresponding positions on all staves.

### RESULT

The articulation symbols inserted in the note display are shown in a different color so that you can distinguish them from other score symbols.

### NOTE

- You can view and change the colors in the **Preferences** dialog (**Scores—Colors for Additional Meanings** page).
- You can hide articulation symbols from the score by opening the **Score Settings** dialog (**Project—Notation Style** page) and activating **Hide Expression Map Symbols** in the **Miscellaneous** category.

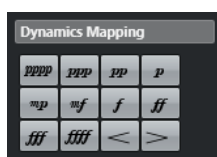
### RELATED LINKS

[Expression Map Section](#) on page 147

[Project - Notation Style Page](#) on page 77

## Dynamics Mapping Section

The **Dynamics Mapping** section contains shortcuts to dynamic symbols that have a MIDI meaning, that is, that can be played back by modifying the velocity values in percentages, by sending volume controller messages, or by sending additional generic controllers.



RELATED LINKS

- [Inserting Dynamic Symbols](#) on page 240
- [Dynamics Mapping Setup Dialog](#) on page 239
- [Mapped Dynamics](#) on page 238

## Clefs etc. Section

The **Clefs etc.** section contains shortcuts to a clef, a key, and a time signature symbol. Activating one of these symbols and clicking in the score allows you to edit the inserted symbol.



The following symbols are available:

### Clef

Opens the **Edit Clef** dialog that allows you to change the clef.

### Key

Opens the **Edit Key** dialog that allows you to change the key and to insert **Display Transpose** changes.

### Time Signature

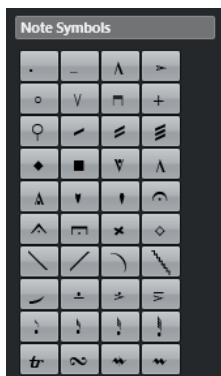
Opens the **Edit Time Signature** dialog that allows you to change the time signature.

RELATED LINKS

- [Edit Clef Dialog](#) on page 30
- [Edit Key Dialog](#) on page 35
- [Edit Time Signature Dialog](#) on page 29
- [Project – Font Settings Page](#) on page 73
- [Inserting Clefs, Keys, or Time Signatures](#) on page 68
- [Clef, Key, and Time Signature Settings](#) on page 28
- [Setting the Key](#) on page 34
- [Setting the Clef](#) on page 30
- [Setting the Time Signature](#) on page 29

## Note Symbols Section

The **Note Symbols** section contains articulations and other symbols that you can insert above or below notes to indicate how the note should be played.

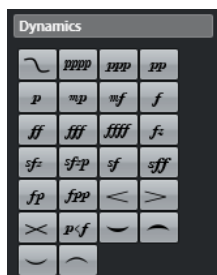


RELATED LINKS

- [Project – Notation Style Page](#) on page 77

## Dynamics Section

The **Dynamics** section allows you to insert dynamic symbols that indicate the loudness of the music.



- By selecting a dynamic symbol and clicking **One up** and **One down** on the extended toolbar, you can edit dynamics in the score.

### NOTE

In the **Lines/Trills** section you can find a line symbol which allows you to create gradual dynamics *ppp* ————— *ff*.

---

### RELATED LINKS

[Lines/Trills Section](#) on page 152


[Gradual Dynamic Properties](#) on page 152

## Inserting Crescendo and Diminuendo Symbols





You can insert crescendo, diminuendo, and double diminuendo–crescendo symbols into your score.

---

### PROCEDURE

1. Optional: Open the **Event Movement Restrictions** pop-up menu on the toolbar, and activate **Keep Crescendo Symbols Horizontal**.  
This option prevents you from accidentally dragging an endpoint up or down when moving the symbol.
2. On the **Symbols** tab, open the **Dynamics** section.
3. Do one of the following:
  - To insert a crescendo, activate , click in the score, and drag from left to right.



- To insert a dynamic crescendo-diminuendo that affects the velocity of the notes as they are played back, activate , click in the score, and drag from left to right.
  - To insert a diminuendo, activate , click in the score, and drag from left to right.
  - To insert a crescendo-diminuendo, activate , click in the score, and drag from left to right.
  - To insert a diminuendo-crescendo, activate , click in the score, and drag from right to left.
-

RELATED LINKS

- [Gradual Dynamic Properties](#) on page 152
- [Dynamics Mapping Setup Dialog](#) on page 239
- [Inserting Dynamic Symbols](#) on page 240
- [Score Editor Toolbar](#) on page 7
- [Resizing Note Symbols and Dynamics](#) on page 167

## Inserting Slurs

You can insert slurs that join notes to indicate legato articulation and phrasing.

Although slurs and ties may look similar, they differ in meaning. Cubase usually adds ties automatically to join notes of the same pitch and to indicate that they are played as a single note. Ties are part of rhythmic notation. However, you can also insert them as graphic symbols.

PREREQUISITE

**Quantize Presets** is set to the note value that corresponds to the positions of the notes that the slur should span.

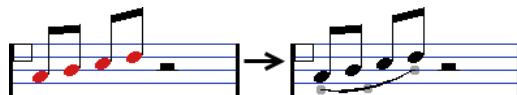
NOTE

If you want the end points of the slurs to snap to exact note positions, open the **Event Movement Restrictions** pop-up menu on the **Score Editor** toolbar, and activate **Snap Slurs to Notes**.

---

PROCEDURE

- Do one of the following:
  - Click the slur on the **Symbols** tab, click near the first note, and drag to a position near the second note.
  - Hold down **Ctrl/Cmd - Shift**, and click one note.
  - Select at least two notes, and select **Scores > Insert Slur**.



RESULT

A slur is inserted.

RELATED LINKS

- [User Symbols Section](#) on page 159
- [Event Movement Restrictions](#) on page 10
- [Tied Notes](#) on page 130
- [Display Quantize Dialog](#) on page 45

## Reshaping Slurs

You can alter the shape of slurs, for example, to accommodate other note symbols.

---

PROCEDURE

- Do one of the following:
  - To change the slur shape, drag the middle handle up/down and left/right.

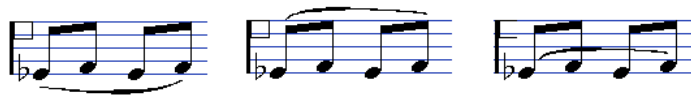


- To change the slur shape without affecting its relation to the notes, drag the end handles.  
This way, the slur keeps its relative distance to the note when the note is moved with the **Layout** tool or when the bar width is adjusted.
- To change the direction and positioning of the slur, select it, and on the extended toolbar, click **Flip**.

#### NOTE

There are three modes for a slur. You step through these three modes by clicking **Flip** repeatedly.

---



- To detach a slur from the notes, hold down **Ctrl/Cmd** and drag the end points of a slur.
  - To restore the default shape of a slur, right-click it and select **Default Position** from the context menu.
  - To change the default shape and spacing for all new slurs and for existing slurs for which you have not manually changed the shape, open the **Score Settings** dialog (**Project-Spacings** page) and edit the **Slur's Start & End Distance from Notehead** and **Slur's Middle Distance from Notehead** settings.
- 

#### RELATED LINKS

- [Extended Toolbar](#) on page 15
- [Project - Spacings Page](#) on page 85
- [Inserting Bezier Slurs](#) on page 151
- [Moving Notes and Symbols](#) on page 163

## Inserting Bezier Slurs

You can insert Bezier slurs. This is useful if you want to create more advanced curve shapes.

---

#### PROCEDURE

1. On the **Symbols** tab, open the **Dynamics** section, and click **Bezier Slur**.
2. Do one of the following:
  - To insert a Bezier slur of the default length and shape, click in the score.



The default Bezier slur with four curve points

- To insert a Bezier slur that consists of a straight line, click and drag in the score.
- 

#### RESULT

The Bezier slur is inserted.

#### AFTER COMPLETING THIS TASK

You can add curve points for more complex slur shapes by right-clicking the curve and selecting **Add Points** from the context menu.

You can edit the thickness of the slur by right-clicking a curve point and selecting **Add Thickness/Reduce Thickness** from the context menu.

You can hide the slur symbol by right-clicking a curve point and selecting **Hide/Show** from the context menu.

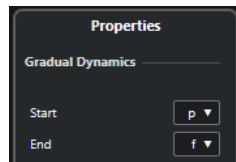
#### RELATED LINKS

[Hiding Objects](#) on page 218

## Gradual Dynamic Properties

The **Properties** tab for gradual dynamics in the right zone of the **Score Editor** allows you to edit gradual dynamics.

- To open the **Properties** tab for gradual dynamics in the right zone, select a gradual dynamics symbol *ppp* ————— *ff* in the score display.



The following options affect the selected element:

### Gradual Dynamics

#### Start

Allows you to select the start volume of the gradual dynamics symbol.

#### End

Allows you to select the end volume of the gradual dynamics symbol.

#### RELATED LINKS

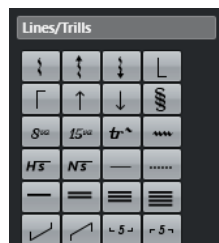
[Dynamics Section](#) on page 149

[Right Zone](#) on page 19

[Inserting Crescendo and Diminuendo Symbols](#) on page 149

## Lines/Trills Section

The **Lines/Trills** section contains trills, lines, and brackets that you can insert in your score.



### Arpeggio





These symbols are note-dependent and must be inserted in front of a note.

### Ottava/Quindicesima



These symbols work as a local display transpose for notes beneath the dotted line. They shift the display of the score one/two octaves down. To specify exactly which notes are affected, drag the end of the dotted line or right-click the symbol and select **Extend (+)** or **Reduce (-)**.

### Trill



These symbols allow you to insert a trill symbol.

### Line



These symbols allow you to insert a solid or a dotted line.

### Beam



These symbols allow you to insert different beam types.

### Bracket/Tuplet



These are graphical tuplet group symbols, as opposed to the real tuplets which are played back. To edit a tuplet group, double-click its number, and enter any number from 2 to 32. To extend it to the next chord or to reduce it, right-click the tuplet group symbol, and select **Extend (+)** or **Reduce (-)**.

#### NOTE

- In the **Score Settings** dialog (**Project-Notation Style** page), you can specify globally how tuplets are displayed. On the **Project-Font Settings** page, you can select a font and size for the tuplet numbers.

#### RELATED LINKS

- [Transposing Instruments](#) on page 40
- [Project - Notation Style Page](#) on page 77
- [Project - Font Settings Page](#) on page 73
- [Layers](#) on page 137
- [Editing Grace Notes](#) on page 134

## Building Trills

If you have recorded or entered a trill, Cubase can help you display this properly.

---

#### PROCEDURE

1. Select the notes that make up the trill.
  2. Right-click one of the notes, and from the context menu, select **Build Trill**.
  3. In the **Build Trill** dialog, make your changes.
  4. Click **OK**.
-

#### RESULT

All notes except the first and, if applicable, the second are hidden. The first note automatically gets a display length that matches the length of the entire trill. If you included a help note, the second note is converted to a graphic note, with brackets but without stem to indicate the trill interval. Otherwise, the second note is hidden, too. The trill symbols are inserted.



#### RELATED LINKS

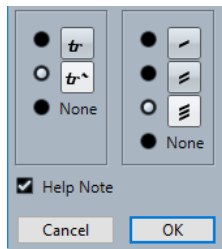
[Build Trill Dialog](#) on page 154

[Lines/Trills Section](#) on page 152

## Build Trill Dialog

The **Build Trill** dialog allows you to display the notes of a recorded trill as a long note with a trill symbol.

- To open the **Build Trill** dialog, right-click the notes and select **Build Trill**.



#### Trill options

In the left section of the dialog, you can select if you want to display a trill or a trill with an extension line. If you select **None**, no trill symbol is displayed.

#### Tremolo options

In the right section of the dialog, you can select a duration for a tremolo. If you select **None**, no tremolo symbol is displayed.

#### Help Note

Shows an extra note to indicate the trill interval.

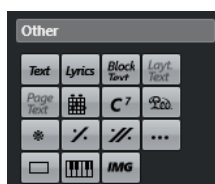
#### RELATED LINKS

[Building Trills](#) on page 153

[Lines/Trills Section](#) on page 152

## Other Section

The **Other** section allows you to insert lyrics, text, and other symbols into your score.



#### Damper Pedal



Inserts a damper pedal MIDI event, control change 64.

**NOTE**

- You can insert pedal down/up symbol combinations and display them as **Two Symbols, "Ped." + Bracket** or as **Bracket only** by right-clicking the pedal symbol, and selecting the corresponding option from the context menu.
- If you have recorded a lot of damper pedal messages but do not want these to show in the score, activate **Hide Pedal Markers** in the **Miscellaneous** category of the **Score Settings** dialog (**Project-Notation Style** page).

---

### Repeat previous bar/Repeat previous two bars



If you hold down **Ctrl/Cmd - Shift** when inserting one of these symbols, notes in the bars are hidden.

**NOTE**

You can restrict the vertical movement of repeats by opening the **Event Movement Restrictions** pop-up menu on the **Score Editor** toolbar and activating **Snap Rests and Repeats Vertically**.

---

### Other Symbol



Opens the **Select Symbol** dialog that allows you to select noteheads, accidentals, and rests as graphical elements rather than inserting note data into the track or affecting MIDI playback.

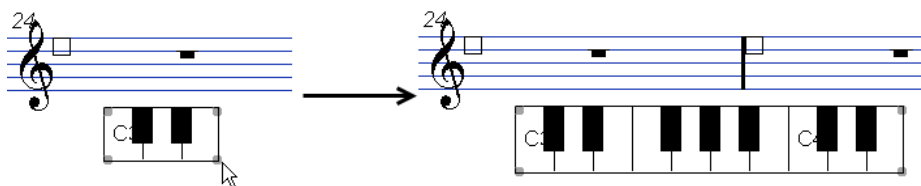
### Box symbol



Inserts a generic box symbol that you can use for different purposes. Double-click the box to open a dialog in which you can set up the display options for the box.

### Keyboard symbol

Inserts a piano keyboard symbol that you can use for educational scores. To resize the symbol, drag its handles.



### RELATED LINKS

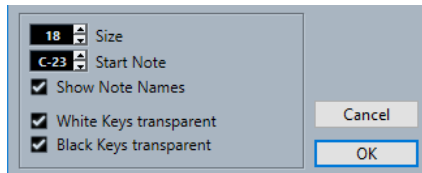
- [Project - Notation Style Page](#) on page 77
- [Hiding Objects](#) on page 218
- [Replacing Notation with Repeat Bar Signs](#) on page 237
- [Edit Keyboard Dialog](#) on page 156
- [Working with Text](#) on page 175
- [Inserting Chord Symbols](#) on page 169
- [Guitar Symbol Dialog](#) on page 145

## Edit Keyboard Dialog

The **Edit Keyboard** dialog allows you to specify how a keyboard symbol is displayed.

To open the **Edit Keyboard** dialog, do one of the following:

- Right-click on an inserted keyboard symbol, and select **Properties** from the context menu.
- Double-click on an inserted keyboard symbol.



The following options are available:

### Size

The width of the keys.

### Start Note

The leftmost note in the keyboard symbol.

### Show Note Names

Displays each C key with note name and octave (C1, C2, etc.).

### White Keys transparent/Black Keys transparent

Shows the white and/or black keys transparent.

### RELATED LINKS

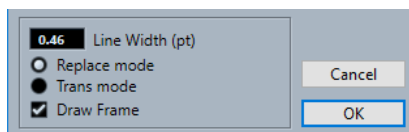
[Other Section](#) on page 154

[Setting up Note Names](#) on page 39

## Edit Rectangle Dialog

The **Edit Rectangle** dialog allows you to make settings for a box symbol that you inserted via the **Other** section.

- To open the **Edit Rectangle** dialog, right-click a box symbol in the score and select **Properties**.



### Line Width

Allows you to specify the line width of the rectangle border.

### Replace Mode

Shows a rectangle that obscures the score elements below.

### Trans Mode

Shows a transparent rectangle that keeps the score elements below visible.

### Draw Frame

Shows the rectangle borders.

RELATED LINKS

[Other Section](#) on page 154

## Inserting Image Files

You can insert image files, such as logos, copyright symbols, or images of finger positions to any of the three layers.

---

PROCEDURE

1. On the **Symbols** tab, open the **Other** section.
2. Activate **Image File**, and click in the score at the position where you want to insert the file.
3. In the File Explorer/macOS Finder, locate and select the image file.
4. Click **Open**.

---

RESULT

The image file is inserted. You can scale the image by dragging its handles.

NOTE

To restore the size, right-click on the image to open the context menu and select **Snap to Printer Resolution**.

---

RELATED LINKS

[Image Properties Dialog](#) on page 157

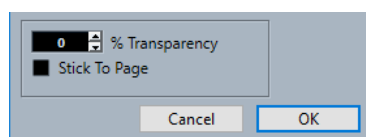
[Layers](#) on page 137

[Other Section](#) on page 154

## Image Properties Dialog

The **Image Properties** dialog allows you to set up the properties for image files that you have inserted into the score.

- To open the **Image Properties** dialog, right-click an image in the score and select **Properties**.



### % Transparency

Allows you to set the transparency of the image.

### Stick To Page

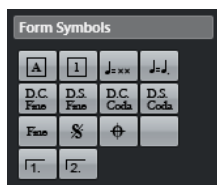
Keeps the image at a fixed position in your staff, even if you modify your score, by adding staves, for example.

RELATED LINKS

[Inserting Image Files](#) on page 157

## Form Symbols Section

The **Form Symbols** section contains repeat markers and other form symbols that you can insert in your score.



### Rehearsal marks



You can insert rehearsal marks as numbers and letters.

#### NOTE

To select a font and size for rehearsal marks, use the **Score Settings** dialog (**Project-Font Settings** page). Use the **Frame** option to add a rectangular or oval frame around the rehearsal mark.

---

### Tempo Indicator



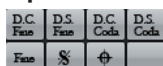
Inserts the current tempo according to the tempo track in beats (quarter notes) per minute.

### Tempo change according to note values



Allows you to specify a tempo change as a change from one note value to another.

### Da Capo and Dal Segno symbols



These text symbols allow you to insert play directions into the score.

#### NOTE

- To have these symbols affect playback, insert them on the **Project** layer and use the **Arranger** mode.
  - To adjust the font, open the **Score Settings** dialog (**Project-Font Settings** page).
- 

### Endings



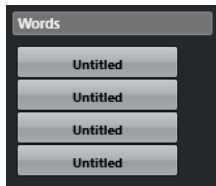
Inserts open or closed endings. Drag the handles to resize them. Double-click or right-click the number to enter custom text.

#### RELATED LINKS

- [Project - Font Settings Page](#) on page 73
- [Setting up the Font for Other Elements](#) on page 186
- [Playing Back Repeats and Project Symbols](#) on page 238
- [Showing Markers in Layouts](#) on page 200

## Words Section

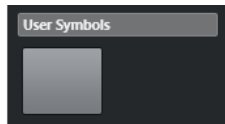
The **Words** section allows you to save custom words and use them in the score.



RELATED LINKS  
[Words](#) on page 182

## User Symbols Section

The **User Symbols** section allows you to create your own graphic symbols and use them in the score.

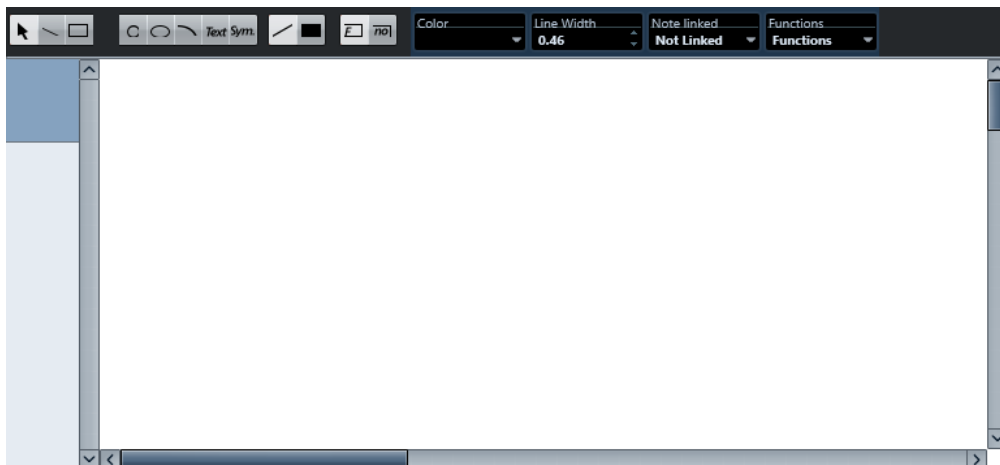


Initially, the **User Symbols** section is empty. You can create user symbols with the **User Symbols** editor.

RELATED LINKS  
[Creating User Symbols](#) on page 161

## User Symbols Editor

The **User Symbols Editor** allows you to create your own graphic symbols and use them in the score.



### Toolbar

The toolbar contains the following tools and settings:

#### Object Selection

- Click to select objects.  
To delete an object, select it and press **Backspace** or **Delete**.

- Click and drag to move objects.  
Hold down **Ctrl/Cmd** to restrict the movement vertically or horizontally. Hold down **Alt/Opt** to copy objects.

**Draw Line**

Draws a straight line.

**Draw Rectangle**

Creates a rectangle.

**Draw Circle**

Creates a circle.

**Draw Ellipse**

Creates an ellipse.

**Draw Arc**

Creates an arc.

**Insert Text**

Allows you to insert text objects.

**Insert Score Symbol**

Allows you to select a score symbol from a dialog.

**Set Color of Frame**

Activate this to use the **Color** pop-up menu to select the color for the object frame.

**Set Color of Fill**

Activate this to use the **Color** pop-up menu to select the fill color for objects.

**Fill**

Activate this for filled objects.

**Don't Fill**

Activate this for unfilled objects.

**Color**

Selects the frame or fill color for objects.

**Line Width**

Allows you to change the line width for the selected object.

**Note Linked menu**

This menu allows you to create symbols that are not linked to note positions. This affects the whole symbol, not a selected graphic object.

**Not Linked**

The symbol is not linked to notes.

**Linked/Left**

The symbol is linked to a note, appearing to the left of the note.

**Linked/Center**

The symbol is linked and centered to a note.

**Linked/Behind**

The symbol is linked to a note, appearing to the right of the note.



The **Functions** pop-up menu contains the following items:

**New Symbol**

Adds a new empty symbol to the section and to the symbol list to the left in the editor.

**Delete Symbol**

Deletes the current symbol from the section.

**Export User Symbols/Import User Symbols**

Allows you to save the current section with all available symbols as a separate file. Importing user symbols allows you to load settings for a complete section. Note that this replaces the current settings.

**Export Symbol/Import Symbol**

Allows you to save or load individual symbols. Importing a symbol replaces the current symbol in the section.

**Delete**

Deletes the selected objects.

**Select All**

Selects all objects in the current symbol.

**Transform – Mirror horizontal/Mirror vertical**

Mirrors the selected object along the horizontal or vertical axis.

**Transform – Flip +90/-90**

Rotates the selected object by + or – 90 degrees.

**Draw – Group**

Groups the selected objects so that they are treated as one.

**Draw – Ungroup**

Ungroups the selected group.

**Draw – Bring To Front/Send To Back**

These items let you arrange the objects by moving them to the front or the back.

**Align – Left/Right/Top/Bottom/Center Vertically/Center Horizontally**

Aligns the selected objects to each other.

**Display**

Sets the zoom factor for the drawing area.

RELATED LINKS

[User Symbols Section](#) on page 159

[Creating User Symbols](#) on page 161

## Creating User Symbols

You can create your own graphic symbols and use these in the score.

---

PROCEDURE

1. On the **Symbols** tab, open the **User Symbols** section.
2. Double-click the symbol.
3. Optional: In the **User Symbols** editor, open the **Functions** pop-up menu, and from the **Display** submenu, select a zoom factor.

4. Use the tools and functions to draw a symbol.
  5. Select the symbol and click at a position in the score to insert it.
  6. Close the editor by closing the window.
- 

#### RESULT

Symbols are automatically shown in the **User Symbols** section.

#### RELATED LINKS

[User Symbols Editor](#) on page 159

[User Symbols Section](#) on page 159

## Inserting Note Symbols

You can insert note symbols such as articulations and ornaments to one or several selected notes.

---

#### PROCEDURE

1. On the **Symbols** tab, open the **Note Symbols** section.
2. Optional: In the score display, select the notes for which you want to insert the same note symbol.
3. In the **Note Symbols** section, activate a note symbol.
4. In the score display, click one of the notes.

#### NOTE

If you hold down **Alt/Opt** while inserting a symbol to one staff in a grand staff, this symbol is inserted at corresponding positions on all staves.

---

#### RESULT

The symbol is added to each selected note, at a predefined distance.

#### RELATED LINKS

[Note Symbols Section](#) on page 148

[Project - Notation Style Page](#) on page 77

[Layers](#) on page 137

## Inserting Note-Dependent Symbols

You can insert note-dependent symbols, such as arpeggios and strum directions, for specific notes, or you can insert them freely.

---

#### PROCEDURE

1. Activate the staff where you want to insert the symbol.
2. On the **Symbols** tab, open the section that holds the symbol.
3. Activate the symbol.
4. Do one of the following:
  - To enter the note-dependent symbol for a note, click in front of that note.

- To enter the symbol at another position, hold down **Ctrl/Cmd** and click at the position in the score where you want to insert the symbol. This is useful if you want to insert a fermata to a rest symbol, for example.

NOTE

If you hold down **Alt/Opt** while inserting a symbol to one staff in a grand staff, this symbol is inserted at corresponding positions on all staves.

---

RELATED LINKS

[Note Symbols Section](#) on page 148

[Layers](#) on page 137

## Symbol Handles

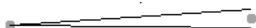
Symbols that have a length or a size, such as crescendo/diminuendo, slurs/ties, image files, or bars, have handles that allow you to resize or edit the symbol.

NOTE

Do not try to move symbols with handles by dragging them by their handles. This changes its shape or resizes it instead of moving it.

---

You can select these symbols by clicking on them.



A selected crescendo

To select slurs and ties, click their end points, or draw a selection rectangle.

RELATED LINKS

[Resizing Note Symbols and Dynamics](#) on page 167

[Dynamics Section](#) on page 149

[Other Section](#) on page 154

[Form Symbols Section](#) on page 158

## Moving Notes and Symbols

You can move notes and symbols with and without affecting the score playback.

---

PROCEDURE

1. Do one of the following:
  - To move a note graphically, that is, without affecting the score playback, select the **Layout** tool on the **Score Editor** toolbar.

NOTE

In the **Nudge** category in the **Key Commands** dialog, you can assign the key commands **Graphical Left**, **Graphical Right**, **Graphical Top**, and **Graphical Bottom** to move symbols, notes, or rests graphically.

---

- To move a note and change the score playback, select the **Object Selection** tool on the **Score Editor** toolbar.
- To duplicate a note or a symbol, hold down **Alt/Opt** and drag them to a new position.

NOTE

This does not work for slurs, ties, and barlines.

---

NOTE

Other symbols such as braces and brackets can only be moved horizontally.

---

2. Optional: Hold down **Ctrl/Cmd** to restrict the movement to one direction only.
3. In the score, select the note or symbol that you want to move and drag it to another position.

NOTE

We recommend that you use the rulers and the **Position Info** window to position symbols and other score objects correctly.

---

#### RESULT

If you moved notes, their note symbols and note-dependent symbols move with them.

NOTE

Note symbols, slurs, and ties all have a default vertical distance from the noteheads. You can move them to adjust the vertical position, but if you move or transpose their notes, the symbols are automatically reset to their default positions.

---

#### RELATED LINKS

[Object Selection](#) on page 7

[Layout](#) on page 8

[Layers](#) on page 137

[Ruler](#) on page 21

[Position Info Window](#) on page 22

[Moving Notes Graphically](#) on page 131

## Copying Notes and Symbols between Bars

You can move or copy notes and symbols from one bar to one or several other bars.

---

#### PROCEDURE

1. In the filters bar, activate **Bar Handles**.

Now, each bar in the score is shown with a handle in the upper left corner.



2. Double-click the handle of the bar from which you want to copy or move symbols.

#### NOTE

To select two bars, hold down **Shift** and double-click a bar handle.

---

3. In the **Bar Copy** dialog, make your changes.
  4. Click **OK**.
  5. Do one of the following:
    - To move the event types, drag the bar handle of the first bar to the target bar.
    - To duplicate the specified event types to another bar, hold down **Alt/Opt**, click the bar handle of the first bar, and drag it to the target bar.
- 

#### RESULT

The specified objects are pasted onto notes at the same positions in the target bar.

#### TIP

You can also use the options in the **Bar Handles** section of the right zone to do this.

---

#### NOTE

The actual positions of notes are used as a basis for this operation, not the displayed positions.

---

#### RELATED LINKS

[Filters](#) on page 16

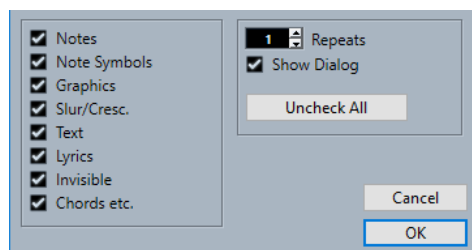
[Bar Copy Dialog](#) on page 165

[Bar Handles Section](#) on page 166

## Bar Copy Dialog

The **Bar Copy** dialog allows you to specify which elements in bars are moved or copied. When you move or copy bars by clicking and dragging the bar handles, the settings in this dialog determine the result.

- To open the **Bar Copy** dialog, double-click the handle of the bar from which you want to copy or move elements.



### Options

Activate an option to copy/move the corresponding element.

### Repeats

Allows you to specify how many times the activated elements should be copied.

#### NOTE

If you only want to copy symbols from one bar to another, make sure this is set to 1. This option is only available for copying, not for moving.

---

#### Show Dialog

Shows the dialog every time you click and drag bars by their handles.

#### Uncheck All

Deactivates all options in the dialog.

#### RELATED LINKS

[Bar Handles Section](#) on page 166

[Copying Notes and Symbols between Bars](#) on page 164

[Filters](#) on page 16

[Inserting Note Symbols](#) on page 162

[Inserting Note-Dependent Symbols](#) on page 162

## Bar Handle Properties

The **Properties** tab for bar handles in the right zone of the **Score Editor** allows you to copy or move specific elements of a bar.

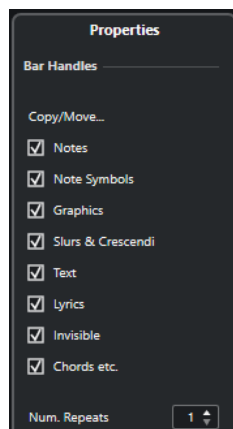
- To open the **Properties** tab for bar handles in the right zone, select a bar handle in the score display.

#### NOTE

To show the bar handles in the score display, you must activate the **Bar Handles** option in the filters bar.

---

## Bar Handles Section



The following options affect the selected element:

#### Copy/Move options

Activate an option to copy/move the corresponding element.

#### Num. Repeats

Allows you to specify how many times the activated elements should be copied.

NOTE

If you only want to copy elements from one bar to another, make sure this is set to 1. This option is only available for copying, not for moving.

---

RELATED LINKS

[Right Zone](#) on page 19

[Copying Notes and Symbols between Bars](#) on page 164

[Filters](#) on page 16

[Bar Copy Dialog](#) on page 165

[Inserting Note-Dependent Symbols](#) on page 162

[Inserting Note Symbols](#) on page 162

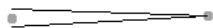
## Resizing Symbols

You can resize symbols.

---

PROCEDURE

1. Select the symbol.



Symbols with a length have two handles when selected.

2. Drag one of the handles.

This may be restricted to vertically or horizontally only, depending on the type of symbol.

IMPORTANT

If you want crescendo and diminuendo symbols to be always horizontal, open the **Event Movement Restrictions** pop-up menu on the toolbar, and activate **Keep Crescendo Symbols Horizontal**.

---

RELATED LINKS

[Symbol Handles](#) on page 163

[Score Editor Toolbar](#) on page 7

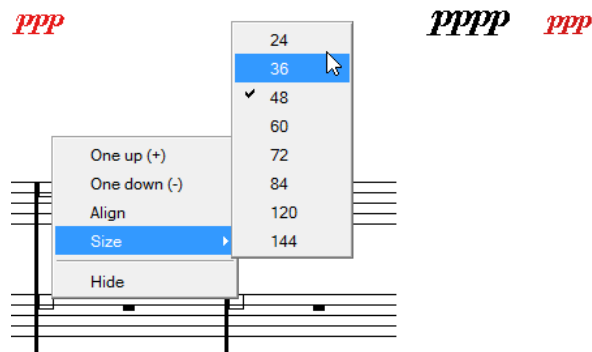
## Resizing Note Symbols and Dynamics

You can resize note symbols and dynamics.

---

PROCEDURE

1. Right-click a dynamic or note symbol.
2. Select an option from the **Size** submenu.



---

RESULT

The size of the symbol changes accordingly.

## Aligning Symbols

You can align symbols horizontally.

---

PROCEDURE

1. Select all symbols that you want to align.
2. Select **Scores > Align Elements**, and select an option from the submenu.

**IMPORTANT**

Note symbols like staccato and accents can only be aligned horizontally.

---

RELATED LINKS

[Aligning Dynamics](#) on page 168

## Aligning Dynamics

You can align dynamic symbols horizontally.

---

PROCEDURE

1. In your score, select the dynamic symbols that you want to align.
2. Do one of the following:
  - Right-click one of the selected symbols, and from the context menu, select **Align**.
  - Select **Scores > Align Elements > Dynamics**.

---

RESULT

All selected dynamics, except slurs and Bezier slurs, are aligned horizontally. Aligning dynamics takes the baseline of the dynamic letters into account, aligning them as text rather than as graphic symbols.

RELATED LINKS

[Aligning Symbols](#) on page 168



# Working with Chord Symbols

You can insert chord symbols into your score or have Cubase analyze selected notes and create chord symbols.

In the **Score Settings** dialog (**Project-Chord Symbols** page), there are several global settings that affect how chords are displayed. These settings affect all chords in the project.

## NOTE

There are several options in the **Preferences** dialog (**Event Display—Chords & Pitches**) that also affect how chords are displayed.

## RELATED LINKS

[Inserting Chord Symbols](#) on page 169

[Creating Chord Symbols from a Recording](#) on page 173

[Displaying Chord Symbols from the Chord Track](#) on page 174

[Project - Chord Symbols Page](#) on page 83

[Setting up Note Names](#) on page 39

## Inserting Chord Symbols

You can insert chord symbols into your score manually.

## PROCEDURE

1. Do one of the following:
  - Open the **Other** section on the **Symbols** tab and select **Chord Symbol**.
  - Open the **Chord Symbols** section on the **Symbols** tab and select a symbol.
2. Click in the score at the position where you want to insert the chord symbol.
3. In the **Edit Chord Symbol** dialog, make your changes, and click **Apply**.

## RESULT

The chord symbol is displayed in the score.

## TIP

You can also use the options in the **Chord Symbols** section of the right zone to perform this

## RELATED LINKS

[Edit Chord Symbol Dialog](#) on page 171

[Chord Symbols Section](#) on page 170

[Other Section](#) on page 154

[Chord Symbols Section](#) on page 144

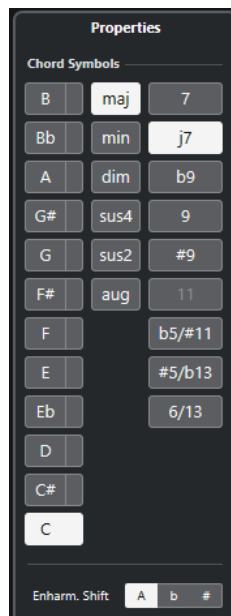
[Setting up Note Names](#) on page 39

## Chord Symbol Properties

The **Properties** tab for chord symbols in the right zone of the **Score Editor** allows you to change the selected chord symbol.

- To open the **Properties** tab for chord symbols in the right zone, select a chord symbol in the score display.

### Chord Symbols Section



The following options affect the selected element:

#### Root Note

Determines the root note of the chord, for example, C for a C major chord.

#### Bass Note

Allows you to specify a bass note that differs from the root note. If you, for example, have a C major chord and set the bass note to D, you have specified a C over D.

#### Chord Type

Allows you to select the basic type of chord.

#### Tensions

This is used for adding tensions to the chords. You can add as many tensions as you like to one chord.

#### NOTE

There are some special display options which you can only get by entering the exact chord symbol text. You can also add text, such as **no third**.

#### Enharmonic Shift

Activates enharmonic shifting of the chord, for example, to change a C Sharp chord to D flat.

#### RELATED LINKS

[Right Zone](#) on page 19

[Edit Chord Symbol Dialog](#) on page 171

[Project – Chord Symbols Page](#) on page 83  
[Tensions](#) on page 172  
[Inserting Chord Symbols](#) on page 169  
[Setting up Note Names](#) on page 39

## Edit Chord Symbol Dialog

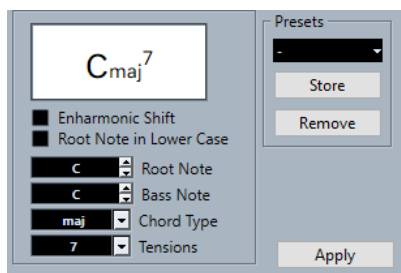
The **Edit Chord Symbol** dialog shows the settings for any chord you select in the score.

- To open the **Edit Chord Symbol** dialog, double-click a chord symbol in the score.

### NOTE

You can insert chord symbols by selecting a chord symbol from the **Chord Symbols** section on the **Symbols** tab and clicking in the score.

---



The following options are available:

### Chord display

Shows how the chord is displayed in the score.

### Enharmonic Shift

Activates enharmonic shifting of the chord, for example, to change a C sharp chord to D flat.

### Root Note in Lower Case

Displays the root note of the chord symbol as a lower-case letter.

### Root Note

Determines the root note of the chord, for example, C for a C major chord.

### Bass Note

Allows you to specify a bass note that differs from the root note. If you, for example, have a C major chord and set the bass note to D, you have specified a C over D.

### Chord Type

Allows you to select the basic type of chord.

### Tensions

This is used for adding tensions to the chords. You can add as many tensions as you like to one chord.

### NOTE

There are some special display options which you can only get by entering the exact chord symbol text. You can also add text, such as **no third**.

---

### Apply

Applies the changes.

### Presets

Allows you to create a preset.

#### NOTE

Further chord symbol settings are available on the **Chord Symbols** page of the **Score Settings** dialog.

---

#### RELATED LINKS

[Chord Symbols Section](#) on page 170

[Project – Chord Symbols Page](#) on page 83

[Tensions](#) on page 172

[Inserting Chord Symbols](#) on page 169

[Setting up Note Names](#) on page 39

## Tensions

The **Tensions** value field allows you to add as many tensions as you like to one chord. There are some special display options which you can only get by entering the exact chord symbol text. You can also add text, such as **no third**.

()

The tensions are enclosed in brackets.

C<sup>9</sup>(#5)

/

The tensions are separated by a slash.

C<sup>9</sup>/#5

|

The tensions are placed above one another.

C<sup>9</sup><sub>#5</sub>

### Combinations

You can also combine several options.

C<sup>9</sup>(#5)

#### RELATED LINKS

[Inserting Chord Symbols](#) on page 169

[Edit Chord Symbol Dialog](#) on page 171

## Creating Chord Symbols from a Recording

If you have already recorded the chords for a project, Cubase can analyze them and create chord symbols.

---

### PROCEDURE

1. Open the recording in the **Score Editor**.  
If you want the chords to be inserted on another track, you can create an empty part on that track and open it along with the recording.
2. Optional: In the **Score Settings** dialog (**Project-Chord Symbols** page), make display settings for the chords.  
You can also change these settings after you inserted the chords.
3. Select the notes for which you want to create chord symbols.
4. Use the **Up Arrow** / **Down Arrow** keys to activate the desired staff.
5. Do one of the following:
  - Select **Scores > Make Chord Symbols**.
  - Click **Make Chord Symbols** on the extended toolbar.

---

### RESULT

The chords are shown. You can move, duplicate, and delete them like any other symbol. You can also double-click on a chord symbol to open the **Edit Chord Symbol** dialog.

### RELATED LINKS

- [Edit Chord Symbol Dialog](#) on page 171
- [Chord Symbols Section](#) on page 170
- [Project - Chord Symbols Page](#) on page 83
- [Extended Toolbar](#) on page 15
- [Guitar Symbol Dialog](#) on page 145

## Chord Analysis

Cubase analyzes and creates chords according to specific principles.

- MIDI chords are expected to be played in their most basic inversion. If not, an extra bass note is added. For example, the notes CEG are interpreted as C major, but GCE is interpreted as C major with a G bass note.  
If you do not want any interpretation of the inversion, that is, no added bass notes, hold down **Ctrl/Cmd** while selecting **Make Chord Symbols**.
- All selected notes on all staves are taken into consideration. Whenever there is any change on any staff, the notes are reinterpreted and a new chord symbol is added. Therefore, avoid having the melody track in the **Score Editor** when you use **Make Chord Symbols**, otherwise you might get more chords than you expect, possibly with strange tensions.
- The **Quantize** value is used. At the most, there is a new chord at each quantize position.
- There must be at least three notes at a certain position for the program to interpret it as a chord. Combinations of notes that do not make any sense to the program will not produce any chords.
- The same set of notes can be interpreted differently depending on context. Therefore, some editing may be required. If you record the track solely to create chords automatically, play the chord as simple as possible, in the correct inversion, without added octaves, etc.

RELATED LINKS

[Status Line](#) on page 14

## Displaying Chord Symbols from the Chord Track

You can display the chord symbols from the chord track. Chord symbols can be viewed, edited, and printed out in **Page Mode**.

---

PROCEDURE

1. Select **Scores > Advanced Layout** and activate **Show Chord Track**.

In the **Score Settings** dialog (**Layout** tab) you can specify which staff should display the chord track.

2. To edit a chord symbol, double-click it.

NOTE

Moving chord symbols in the staff only affects the display. The position of the chords on the chord track remains unaffected.

---

RELATED LINKS

[Score Settings – Layout Tab](#) on page 87

[Page Mode](#) on page 14

[Setting up Note Names](#) on page 39

# Working with Text

You can insert lyrics and other text types into your score.

## RELATED LINKS

[Text](#) on page 175

[Lyrics](#) on page 176

[Block Text](#) on page 178

[Layout Text](#) on page 179

[Page Text](#) on page 180

## Text

**Text** is tied to the bar and staff position, that is, if you move the bar or the entire staff, it moves with it.

**Text** is available in the **Other** section on the **Symbols** tab. You can insert this type of text on all layers.

## RELATED LINKS

[Inserting Text](#) on page 175

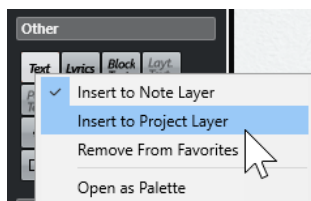
[Other Section](#) on page 154

## Inserting Text

You can insert text that is tied to the bar and staff position.

### PROCEDURE

1. On the **Symbols** tab, open the **Other** section.
2. Right-click **Text**, and from the context menu, select the layer where you want to insert the text.



3. Click **Text**, and click at the position in the score where you want to insert the text.
4. Enter the text.
5. Press **Return**.

### RESULT

The text is inserted.

### AFTER COMPLETING THIS TASK

You can move, duplicate, or delete with the usual techniques. You can change the font, size, and style for the text in the **Score Settings** dialog (**Text** tab).

RELATED LINKS

[Score Settings – Text Tab](#) on page 101

[Setting up the Text Font](#) on page 185

[Other Section](#) on page 154

[Layers](#) on page 137

[Context Menu Options](#) on page 185

## Lyrics

Lyrics are tied to the note position. If you move the note, the text moves with it. The spacing between notes is adjusted to make the lyrics fit.

**Lyrics** are available in the **Other** section on the **Symbols** tab. You can insert this type of text only on the note layer.

You can import lyrics from karaoke MIDI files and edit them. For this to work, **Import Karaoke Lyrics as Text** must be activated in the **Preferences** dialog (**MIDI—MIDI File** page).

RELATED LINKS

[Other Section](#) on page 154

[Layers](#) on page 137

## Inserting Lyrics

You can insert lyrics that are tied to the note position.

---

PROCEDURE

1. On the **Symbols** tab, open the **Other** section, and click **Lyrics**.
2. Click below or above the first note.



3. Enter the lyrics for that note.
4. Press **Tab** to move to the next note.



5. When you are done, press **Return** or click outside the text box.
- 

RESULT

The lyrics are inserted and centered horizontally around the note and vertically positioned to where you clicked.

AFTER COMPLETING THIS TASK

You can move, duplicate or delete lyrics with the usual techniques. You can change the font, size, and style for the text in the **Score Settings** dialog (**Text** tab).



The positions of the notes are automatically adjusted so that no lyric block overlaps another. If this is not what you want, activate **Don't Sync Lyrics** in the **Lyrics** category of the **Score Settings** dialog (**Project–Notation Style** page). This way, the note positions are not affected.

When entering words with several syllables, you normally separate the syllables with a dash. By default, the dash signs are automatically centered between the syllables. If this is not what you want, activate **Don't Center Hyphens** in the **Lyrics** category of the **Score Settings** dialog (**Project–Notation Style** page).

When you first enter lyrics, the words may take up more space than the notes. To automatically adjust the bar widths, use the **Auto Layout** function.

#### RELATED LINKS

[Project – Notation Style Page](#) on page 77

[Auto Layout Dialog](#) on page 206

[Score Settings – Text Tab](#) on page 101

[Context Menu Options](#) on page 185

## Moving Lyrics to a Different Verse

You can move lyrics between verses.

---

#### PROCEDURE

1. Select the lyrics that you want to move to another verse.  
To select all lyrics in one verse only, press **Shift**, and double-click the first word in that verse.
2. Right-click the selected lyrics, and from the **Move to Verse** submenu, select the appropriate verse.

---

#### RESULT

The lyrics are assigned to the selected verse. To indicate that the words belong to another verse, they are automatically displayed in another color. However, all verses are printed in black as usual.

## Inserting Lyrics into Voices

If you have a vocal arrangement with several voices, you can add individual lyrics to each voice.

---

#### PROCEDURE

1. On the extended toolbar, select the voice.
2. On the **Symbols** tab, open the **Other** section, and click **Lyrics**.
3. Click the first note in the selected voice.
4. Enter the lyrics for this voice, and use **Tab** to move from note to note.
5. Optional: Adjust the position of the lyrics for each voice.

---

#### RELATED LINKS

[Extended Toolbar](#) on page 15

[Activating Voices and Entering Notes](#) on page 106

## Moving Lyrics Vertically

You can move lyrics up or down to make room for a second verse, for example.

---

### PROCEDURE

1. Hold down **Shift** and double-click the first word in the lyrics.
  2. Drag up or down and release the mouse button.
- 

## Importing Lyrics

You can import lyrics that you prepared in another program into your Cubase project.

### PREREQUISITE

You have created lyrics in another program, and you separated the words with spaces and the syllables within words with dashes.

---

### PROCEDURE

1. In the other program, copy the text.
  2. In Cubase, select the note where the lyrics start.
  3. Select **Scores > Functions > Lyrics from Clipboard**.
- 

### RESULT

The lyrics are added, starting at the selected note.

## Block Text

**Block Text** is text that you can paste from the clipboard or import from a text file.

You can insert **Block Text** on the **Project Layer**, on the **Layout Layer** or on the **Note Layer**.

### RELATED LINKS

[Other Section](#) on page 154

[Layers](#) on page 137

[Inserting Block Text from a Text File](#) on page 178

## Inserting Block Text from a Text File

You can use text from a text file and insert it as **Block Text**.

---

### PROCEDURE

1. On the **Symbols** tab, open the **Other** section, and click **Block Text**.
  2. Click in the score where you want to insert the text.
  3. In the file dialog, select the text file that contains the text that you want to insert.
  4. Click **Open**.
- 

### RESULT

The text is inserted into the score.

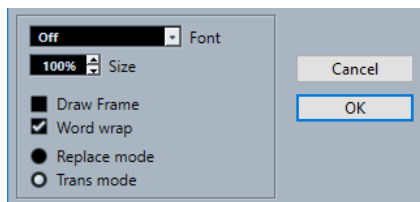
RELATED LINKS

- [Other Section](#) on page 154
- [Layers](#) on page 137
- [Block Text](#) on page 178
- [Context Menu Options](#) on page 185

## RTF Settings Dialog

The **RTF Settings** dialog allows you to make settings for **Block Text**.

- To open the **RTF Settings** dialog, double-click the block text that you inserted in the score.



### Font

Allows you to select the font for the block text.

### Size

Allows you to change the text size that is shown as a percentage.

### Draw Frame

Shows a frame around the block text.

### Word Wrap

Uses line breaks to fit the text in the block.

### Replace Mode

Makes the block text box opaque and covers the score.

### Trans Mode

Shows the block text box transparent.

RELATED LINKS

- [Block Text](#) on page 178

## Layout Text

**Layout Text** is text that is inserted on the layout layer. You can insert it for multiple staves. **Layout Text** is tied to the bar and staff position.

In the **Score Settings** dialog (**Layout** tab), you can hide or show the inserted text for different staves in the layout, by activating/deactivating the **L** column for the corresponding tracks. Layout text is shown in all staves for which you have activated the **L** column.

RELATED LINKS

- [Score Settings – Layout Tab](#) on page 87
- [Layers](#) on page 137

## Inserting Layout Text

You can insert layout text for multiple staves on the layout layer.

---

### PROCEDURE

1. In the **Project** window, select the tracks for which you want to enter text.
  2. Open the **Score Editor**.
  3. On the **Symbols** tab, open the **Other** section, and click **Layout Text**.
  4. Click at the position in the score where you want to insert the text.
  5. Enter the text.
- 

### RELATED LINKS

[Text](#) on page 175

## Page Text

**Page Text** is text that you can insert on the **Layout Layer** or on the **Project Layer**. **Page Text** that you insert on the **Project Layer** is part of the project layout and is shown in all layouts.

The position of page text is not tied to a note, bar or staff position. In other words, it does not matter if you move other objects on the page, the page text stays where you inserted it. Typically, it is used for score titles, page numbers, copyright information, and other text elements that you want displayed with all parts on all pages.

### RELATED LINKS

[Page Text Dialog](#) on page 180

[Inserting Page Text](#) on page 181

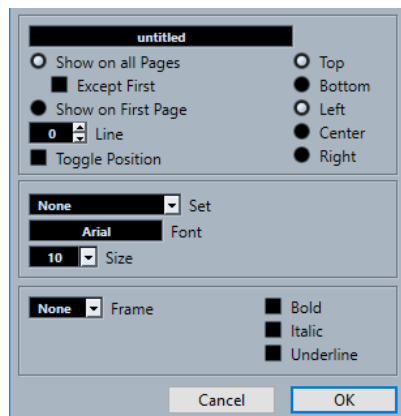
[Layers](#) on page 137

[Other Section](#) on page 154

## Page Text Dialog

The **Page Text** dialog allows you to set up text elements such as score titles, page numbers, and copyright information that are shown on the **Layout Layer** or on the **Project Layer**.

- To open the **Page Text** dialog, open the **Other** section on the **Symbols** tab, activate **Page Text**, and click anywhere in the score.



### Text field

Allows you to enter text. You can also insert special characters for different attributes. The following variables are available:

- **%p**  
The current page number.
- **%l (lower case L)**  
The long staff name.
- **%s**  
The short staff name.
- **%r**  
The name of the project.

### Show on All Pages

Shows the text on all pages. Activate **Except First** to exclude the very first page.

### Show on First Page

Shows the text only on the first page.

### Line

Allows you to align the text.

### Toggle Position

Makes the text alternate between left and right alignment on even/odd pages.

### Position buttons

Determines the alignment of the text.

### Set

Allows you to select a text attribute set as defined in the **Score Settings** dialog (**Project-Font Settings** page). To make manual settings, select **None** from this pop-up menu.

### Font/Size

Allows you to select a font and a size for the text.

### Frame

Allows you to encase the text in a rectangular or oval frame.

### Bold/Italic/Underline

Shows the text in bold, italic, and/or underlined.

#### RELATED LINKS

[Page Text](#) on page 180

[Inserting Page Text](#) on page 181

[Layers](#) on page 137

[Other Section](#) on page 154

## Inserting Page Text

You can insert page text on the **Layout Layer** or on the **Project Layer**. **Page Text** that you insert on the **Project Layer** is part of the project layout and is shown in all layouts.

---

#### PROCEDURE

1. Open the **Other** section on the **Symbols** tab.

2. Click the **Page Text** symbol and click anywhere in the score.
  3. Enter the text that you want displayed in the field at the top of the dialog.
  4. Make your settings for the text.
  5. Click **OK**.
- 

#### RESULT

The text is inserted. You can adjust the positioning by dragging the text block.

#### RELATED LINKS

[Page Text Dialog](#) on page 180

[Layers](#) on page 137

[Other Section](#) on page 154

[Page Text](#) on page 180

## Words

You can save words that you use frequently as dedicated symbols in the **Words** section. This saves time, since you do not have to type the same word repeatedly.

Words from the **Words** section are inserted like any regular symbol by selecting the appropriate word and clicking in the score. You can edit the word after inserting it.

#### RELATED LINKS

[Words Section](#) on page 159

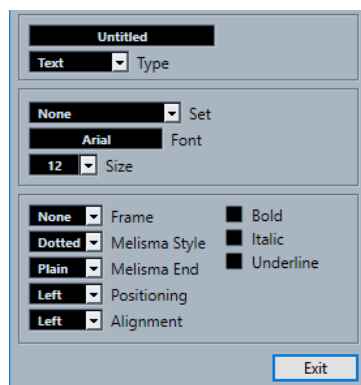
[Custom Text Editor](#) on page 182

[Saving Words](#) on page 183

## Custom Text Editor

The **Custom Text Editor** allows you to specify words that you use a lot as symbols.

- To open the **Custom Text Editor** dialog, double-click one of the template buttons in the **Words** section on the **Symbols** tab.



#### Text field

Allows you to enter the text for your symbol.

#### Type

Allows you to select if the symbol is normal text or lyrics.

**Set**

Allows you to select a text attribute set as defined in the **Score Settings** dialog (**Project-Font Settings** page). To make manual settings instead, select **None**.

**Font**

The font for the text.

**Size**

The size of the text.

**Frame**

Allows you to encase the text in a rectangular or oval frame.

**Melisma Style**

You can drag the handle at the right edge of the symbol to the right to extend a melisma line. This pop-up menu allows you to specify if the melisma line is dotted or solid.

**Melisma End**

Allows you to specify an end style for the melisma line.

**Positioning**

Allows you to use the left or the right side of the text block for calculating the position. This has an effect in situations where that text block is moved automatically.

**Alignment**

Allows you to specify the alignment of text that has more than one line.

**Bold/Italic/Underline**

Allows you to specify if the text is shown in bold, italic, and/or underlined.

RELATED LINKS

[Words](#) on page 182

[Words Section](#) on page 159

[Saving Words](#) on page 183

## Saving Words

You can save words that you use frequently as dedicated symbols.

---

PROCEDURE

1. Open the **Words** section.
  2. Double-click a text field.
  3. In the **Custom Text Editor**, enter the desired words in the text field at the top of the dialog.
  4. Make your settings, and click **Exit**.
- 

RESULT

The words that you entered are shown in the **Words** section.

RELATED LINKS

[Custom Text Editor](#) on page 182

[Words](#) on page 182

[Words Section](#) on page 159

[Context Menu Options](#) on page 185

## Text Attribute Sets

Text attribute sets are presets that contain all font, size, and style settings. By creating text attribute sets for the settings you use most often, you can save a lot of time.

### RELATED LINKS

[Creating Text Attribute Sets](#) on page 184

[Applying Text Attribute Sets](#) on page 184

## Creating Text Attribute Sets

You can create text attribute sets. This is useful if you want to create presets that contain all font, size, and style settings.

---

### PROCEDURE

1. In the **Score Settings** dialog (**Project-Font Settings** page), open the **Attribute Sets** tab.
  2. In the **Font Set** section, click **Create New Font Set**.
  3. Select a font, specify a size, and add style options.
  4. Select the new font set from the pop-up menu, click **Rename New Font Set**, and type in a new name.
  5. Click **Apply** to save the new text attribute set.
- 

### RELATED LINKS

[Text Attribute Sets](#) on page 184

[Score Settings – Text Tab](#) on page 101

[Project – Font Settings Page](#) on page 73

## Applying Text Attribute Sets

You can apply the settings of a text attribute set to text.

---

### PROCEDURE

1. In the score, select the text to which you want to apply the settings.  
If you do not select any text, the settings in the score apply the next time you insert some text.
  2. Right-click the text, and in the **Attribute Set** section, select the attribute set.
- 

### RESULT

The attribute set is applied to the text. Any changes to the attribute set affect all texts that use it.

### NOTE

You can still edit any font settings manually in the **Score Settings** dialog (**Project-Font Settings** page), but then the link to the attribute set is removed.

---

### RELATED LINKS

[Text Attribute Sets](#) on page 184

[Score Settings – Text Tab](#) on page 101

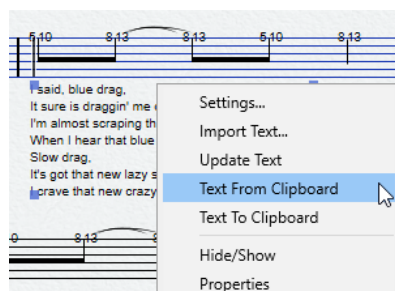
[Project – Font Settings Page](#) on page 73



## Context Menu Options

The context menu for text contains several options.

- To open the context menu, right-click the text in the score.



### Settings (Block Text only)

Opens the **RTF Settings** dialog. You can also open this by double-clicking the block text.

### Import Text (Block Text only)

Imports text from a TXT file or RTF file. The imported text replaces any text inserted at the position of the block text.

### Update Text (Block Text only)

Reloads the text from the file.

### Move to Verse (Lyrics only)

Moves the lyrics to the selected verse.

### Text from Clipboard

Pastes the text from the clipboard into the block text.

### Text to Clipboard

Copies the block text to the clipboard.

### Hide/Show

Hides/Shows the selected element. To make the text visible again, activate the **Hide** checkbox in the filter bar and select **Hide/Show** on the context menu.

### Set Font (not available for Block Text)

Opens the **Score Settings** dialog (**Text** tab).

#### RELATED LINKS

[Text](#) on page 175

[Lyrics](#) on page 176

[Block Text](#) on page 178

[Words](#) on page 182

## Setting up the Text Font

You can set up the text font for selected text or for all text.

---

#### PROCEDURE

1. Optional: Select the text for which you want to make settings.

If nothing is selected, the settings you make are the default settings. The next time you insert text, these settings are used.

2. Select **Scores > Settings**.
3. Open the **Text** tab.
4. Open the **Font** pop-up menu, and select a font.

How many and which fonts appear depends on what typefaces you have installed on your computer.

#### IMPORTANT

For regular text, you should avoid the **Steinberg** fonts. These are the fonts Cubase uses for all scoring symbols, etc.

---

5. Open the **Size** pop-up menu, and select a size for the text.
  6. Optional: Activate any options in the **Font Options** section.
  7. Click **Apply** to apply the settings to the selected text.  
Note that you can select other text blocks while the dialog remains open. The dialog is updated to reflect the settings of the selected text.
  8. Close the **Score Settings** dialog.
- 

#### RELATED LINKS

[Score Settings – Text Tab](#) on page 101

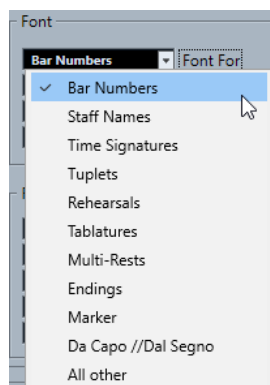
## Setting up the Font for Other Elements

You can make settings for virtually all text and numbers that appear in the score.

---

#### PROCEDURE

1. Open the **Score Settings** dialog (**Project-Font Settings** page).
2. Open the **Project Text** tab.
3. In the **Font For** pop-up menu, select a text type to make settings for.



4. Use the options in the dialog to change the settings.
5. Click **Apply** to apply the settings to all elements of the selected type.



Bar numbers before and after changing their font settings

---

#### RESULT

The font changes according to your settings.

#### NOTE

- You can also define text attribute sets on the **Font Settings** page to quickly change text.
  - You can select a defined attribute set from the context menu opened when right-clicking a text element.
- 

#### RELATED LINKS

[Project – Font Settings Page](#) on page 73

[Text Attribute Sets](#) on page 184

## Finding and Replacing Text

You can replace all occurrences of a specific word or group of words with another word or group of words regardless of font, size, and style settings.

---

#### PROCEDURE

1. Select **Scores > Functions > Find and Replace**.
  2. In the **Find and Replace** dialog, make your changes.
  3. Click **OK**.
- 

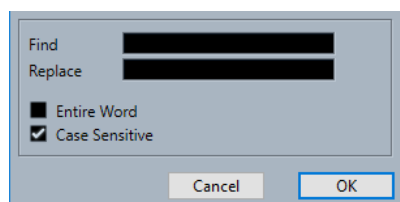
#### RELATED LINKS

[Find and Replace Dialog](#) on page 187

## Find and Replace Dialog

The **Find and Replace** dialog allows you to replace all occurrences of a certain word or group of words, with another word or group of words. The function replaces all text symbol types, regardless of font, size, and style settings.

- To open the **Find and Replace** dialog, select **Scores > Functions > Find and Replace**.



#### Find

Enter the word that you want to find.

### Replace

Enter the word that you want to replace.

### Entire Word

Allows you to restrict the search to entire words only.

### Case Sensitive

Activate this if you want the search to be case sensitive.

#### RELATED LINKS

[Finding and Replacing Text](#) on page 187

## Editing Staff Names

You can set up staff names in the **Score Settings** dialog.

---

#### PROCEDURE

1. Select **Scores > Settings**.
2. Open the **Layout** tab, and in the **Staff Names** section, activate **Show Staff Names**.
3. Click **Apply**.  
The name of the track is shown as staff name in the score.
4. Do one of the following:
  - Open the **Main** tab on the **Staff** tab, in the **Staff Names** section, enter a new name in the **Long** and **Short** value fields, and click **Apply**.
  - Double-click the staff name in the score, in the **Edit Staff Name** dialog, enter a new name in the **Long** and **Short** value fields, and click **OK**.

---

#### RESULT

The edited staff names are shown in the score.

#### TIP

You can also use the options in the **Staff Name** section of the right zone to perform this.

---

#### AFTER COMPLETING THIS TASK

To show your staff names to the left of the staves instead of above them, activate **Show Staff Names to Left of Staff** on the **Project** tab (**Notation Style** page) in the **Staff Names** category of the **Score Settings** dialog. To fine-tune the vertical and horizontal position of staff names, use the options in the **Score Settings** dialog (**Project-Spacings** page).

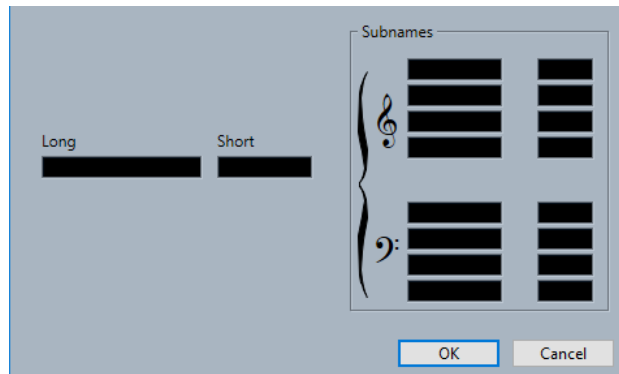
#### RELATED LINKS

[Score Settings – Layout Tab](#) on page 87  
[Project – Notation Style Page](#) on page 77  
[Project – Spacings Page](#) on page 85  
[Edit Staff Name Dialog](#) on page 189  
[Staff Names Section](#) on page 190

## Edit Staff Name Dialog

The **Edit Staff Name** dialog allows you to edit staff names for your score.

- To open the **Edit Staff Name** dialog, double-click a staff name in the score.



### Long

Allows you to enter a long staff name that is displayed for the first system only.

#### IMPORTANT

To display the long name on every page, activate **Show Long Staff Names on New Pages** in the **Staff Names** category of the **Score Settings** dialog (**Project-Notation Style** page).

---

### Short

Allows you to enter a short staff name that is displayed for the following systems.

### Subnames

Allows you to define separate subnames for polyphonic or split systems.

#### RELATED LINKS

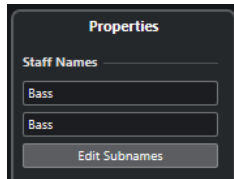
- [Staff Names Section](#) on page 190
- [Project - Notation Style Page](#) on page 77
- [Staff Names](#) on page 79
- [Font](#) on page 74
- [Font Options](#) on page 75
- [Project Text](#) on page 74
- [Score Settings - Layout Tab](#) on page 87
- [Staff Names](#) on page 89
- [Page Mode](#) on page 14

## Staff Name Properties

The **Properties** tab for staff names in the right zone of the **Score Editor** allows you to change the properties of the selected staff name.

- To open the **Properties** tab for staff names in the right zone, select a staff name in the score display.

## Staff Names Section



The following options affect the selected element:

### Long Name

Allows you to enter a long staff name that is displayed for the first system only.

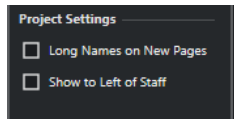
### Short Name

Allows you to enter a short staff name that is displayed for the following systems.

### Edit Subnames

Allows you to define separate subnames for polyphonic or split systems.

## Project Settings Section



The options in the **Project Settings** section in the right zone affect the entire project.

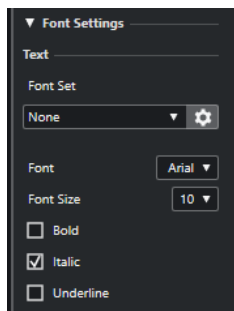
### Long Names on New Pages

Displays the long staff name on the first staff of every page.

### Show to Left of Staff

Shows staff names to the left of the staff rather than above it.

## Font Settings Section



The options in the **Font Settings** section in the right zone affect the entire project.

In the **Text** section, the following options are available:

### Font Set

Allows you to create and edit text attribute sets for the appearance of text.

Attribute sets are available in the text sections of the **Score Settings** dialog.

### Font

Allows you to specify the font for the text.

#### NOTE

The **Steinberg** fonts are special fonts that Cubase uses. They are not suited for common text.

---

#### Font Size

Sets the size of the text.

#### Bold

Allows you to show the text in bold.

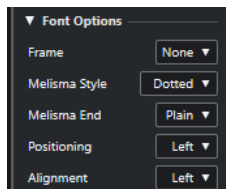
#### Italic

Allows you to show the text in italics.

#### Underline

Allows you to show the text underlined.

### Font Options Section



The options in the **Font Options** section in the right zone affect the entire project.

In the **Options** section, the following options are available:

#### Frame

Allows you to encase the text in a rectangular or oval frame.

#### Melisma Style

Allows you to specify whether the melisma line is dotted or solid.

Melisma lines are shown when you add a text symbol and you drag the handle at the right edge of the text block to the right. This can be used for specifying duration or for indicating lyrics sung over several syllables, for example.

#### Melisma End

Allows you to specify how the melisma line ends.

#### Positioning

Allows you to select which side of the text block is used for calculating its position.

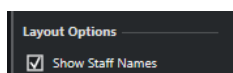
This has an effect in situations where that text block is moved by the **Auto Layout** function.

#### Alignment

Allows you to specify the alignment of the text.

These options are only valid for texts with more than one line.

### Layout Options Section



The options in the **Layout Options** section in the right zone affect the entire project.

### Show Staff Names

Determines whether staff names are shown.

#### NOTE

You can use the **N** column in the track list of the **Score Settings** dialog (**Layout** tab) to hide or show staff names for individual tracks in the layout.

---

#### RELATED LINKS

- [Edit Staff Name Dialog](#) on page 189
- [Project – Notation Style Page](#) on page 77
- [Staff Names](#) on page 79
- [Font](#) on page 74
- [Font Options](#) on page 75
- [Project Text](#) on page 74
- [Score Settings – Layout Tab](#) on page 87
- [Staff Names](#) on page 89
- [Page Mode](#) on page 14

## Selecting Fonts for Staff Names

You can select the font for staff names.

---

#### PROCEDURE

1. Open the **Score Settings** dialog (**Project–Font Settings** page).
  2. Open the **Project Text** tab.
  3. In the **Font For** pop-up menu, select **Staff Names**.
  4. Select font, size, and styles for the staff names, or use a text attribute set.
  5. Click **Apply**.
- 

#### RELATED LINKS

- [Project – Font Settings Page](#) on page 73
- [Staff Names Section](#) on page 190

## Melisma Lines

Melisma lines extend from lyrics to indicate that a syllable should be sung over several notes, for example. You can also add melisma lines to text that is an advice about articulation or playing style to indicate that it applies to a specific musical phrase.

If you select text or lyrics, a handle is shown at the right edge. You can drag this handle to the right to extend a melisma line from the text.

- Melisma lines for lyrics



- Melisma lines for text





You can set up the appearance of the melisma lines in the **Score Settings** dialog (**Text** tab).

#### RELATED LINKS

[Score Settings – Text Tab](#) on page 101

[Inserting Text](#) on page 175

[Inserting Lyrics](#) on page 176

## Setting up Bar Numbers

You can set up how bar number are displayed.

---

#### PROCEDURE

1. Open the **Score Settings** dialog (**Project–Notation Style** page).
2. In the **Bar Numbers** category, use the **Show Every** setting to specify how often bar numbers are shown.
3. Optional: Activate **Show Range with Multi-Bar Rests**.
4. Optional: Activate **Below Barlines**.
5. Click **Apply**.

#### NOTE

You can select a font, size, and style for bar numbers in the **Score Settings** dialog (**Project–Font Settings** page).

---

#### RESULT

#### TIP

You can also use the options in the **Bar Numbers** section of the right zone to perform this.

---

#### RELATED LINKS

[Project – Notation Style Page](#) on page 77

[Bar Number Offset Dialog](#) on page 194

[Bar Numbers Section](#) on page 194

## Bar Number Offset Dialog

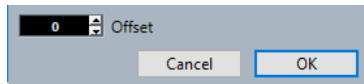
The **Bar Number Offset** dialog allows you to skip a number of bars in the continuous bar numbering. This is useful if a section repeats or if the score starts with an upbeat and you want the first real bar to be numbered 1. Bar number offsets are global for all tracks.

### NOTE

Bar number offsets belong to the **Project** layer and are shown for all tracks and layouts.

---

- To open the **Bar Number Offset** dialog, double-click a bar number in the staff.



### Offset

Specifies by how many bars the bar number is offset.

### RELATED LINKS

[Bar Numbers Section](#) on page 194

[Bar Numbers](#) on page 79

[Project - Notation Style Page](#) on page 77

[Font](#) on page 74

[Font Options](#) on page 75

[Project Text](#) on page 74

[Project - Spacings Page](#) on page 85

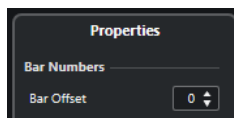
[Right Zone](#) on page 19

## Bar Number Properties

The **Properties** tab for bar numbers in the right zone of the **Score Editor** allows you to make settings for the bar numbers in your score.

- To open the **Properties** tab for bar numbers in the right zone, select a bar number in the score display.

### Bar Numbers Section

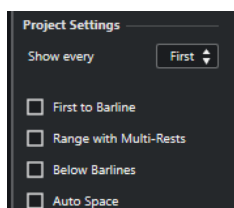


The following options affect the selected element:

### Bar Offset

Specifies by how many bars the bar number is offset.

### Project Settings Section



The options in the **Project Settings** section in the right zone affect the entire project.

#### Show every

Allows you to set how often bar numbers are shown above the bars.

#### First Bar Number to Barline

Shows the bar number on the first bar of each staff.

#### Show Range with Multi-Bar Rests

Shows the bar number for a multi-bar rest as a range.

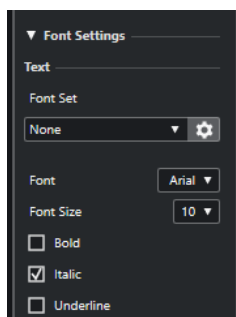
#### Below Barlines

Shows bar numbers below the staff rather than above the staff.

#### Auto Space

Automatically adjusts the vertical position of the bar numbers depending on the contents of the bars.

### Font Settings Section



The options in the **Font Settings** section in the right zone affect the entire project.

In the **Text** section, the following options are available:

#### Font Set

Allows you to create and edit text attribute sets for the appearance of text.

Attribute sets are available in the text sections of the **Score Settings** dialog.

#### Font

Allows you to specify the font for the text.

#### NOTE

The **Steinberg** fonts are special fonts that Cubase uses. They are not suited for common text.

---

#### Font Size

Sets the size of the text.

#### Bold

Allows you to show the text in bold.

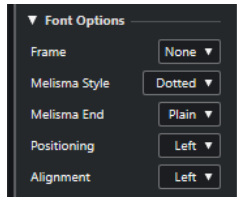
#### Italic

Allows you to show the text in italics.

#### Underline

Allows you to show the text underlined.

## Font Options Section



The options in the **Font Options** section in the right zone affect the entire project.

### Frame

Allows you to encase the text in a rectangular or oval frame.

### Melisma Style

Allows you to specify whether the melisma line is dotted or solid.

Melisma lines are shown when you add a text symbol and you drag the handle at the right edge of the text block to the right. This can be used for specifying duration or for indicating lyrics sung over several syllables, for example.

### Melisma End

Allows you to specify how the melisma line ends.

### Positioning

Allows you to select which side of the text block is used for calculating its position.

This has an effect in situations where that text block is moved by the **Auto Layout** function.

### Alignment

Allows you to specify the alignment of the text.

These options are only valid for texts with more than one line.

### RELATED LINKS

[Bar Number Offset Dialog](#) on page 194

[Bar Numbers](#) on page 79

[Project – Notation Style Page](#) on page 77

[Right Zone](#) on page 19

[Attribute Sets](#) on page 75

# Working with Layouts

Cubase automatically creates layouts when you edit a single track or a combination of tracks. Layouts are presets that contain settings for the layout layer. They are an integral part of the specific track combination.

Different layouts allow you to keep different appearances for the same track or set of tracks. This is useful if you want to print the entire score or if you want to extract a musical part from a full score.

Layouts allow you to open another combination of tracks in the **Score Editor** by selecting them in the **Layouts** list in the **Score Settings** dialog (**Layout** tab).

Layouts contain the following items and properties:

- The inserted layout symbols
- All settings on the **Layout** page of the **Score Settings** dialog
- The vertical spacing of the staves
- Barline spacing
- Broken barlines

## NOTE

Project symbols, barline types, and bar number offsets are part of the **Project** layer. They are displayed in all layouts.

Layouts are automatically named according to their tracks. On the **Layout** page of the **Score Settings** dialog, you can rename layouts in the **Layout Name** field.

## RELATED LINKS

[Extracting Musical Parts from Full Scores](#) on page 197

[Open Layout Dialog](#) on page 198

[Importing Symbols from Another Layout](#) on page 199

[Removing Layouts](#) on page 199

[Showing Markers in Layouts](#) on page 200

[Exporting Layouts](#) on page 200

[Score Settings – Layout Tab](#) on page 87

[Layers](#) on page 137

[Auto Layout Dialog](#) on page 206

## Extracting Musical Parts from Full Scores

You can extract a musical part from a full score.

### PREREQUISITE

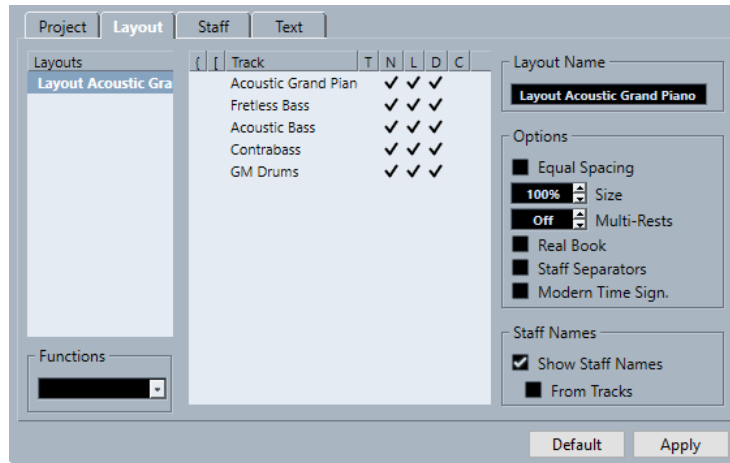
You have prepared the score, including all formatting, inserting project layer block text for the score title, setting the barline type, etc.

PROCEDURE

1. Select the tracks from which you want to extract the music, and open them in the **Score Editor**.

The order of the tracks only matters for the spacing of the staves in the layout.

2. Select **Scores > Settings**.
3. Open the **Layout** tab.



4. In the **Layout Name** field, enter a name for the full score.
5. Close the **Score Editor**.
6. Select a single track, and open it in the **Score Editor**.  
The project layer settings are automatically shown in the new single-track layout.
7. Prepare a layout for the single track.  
You might for example move barlines, add endings, activate multiple rests, etc.
8. In the **Layout Name** field, enter a name for the new layout.
9. Click **Apply**.

---

RELATED LINKS

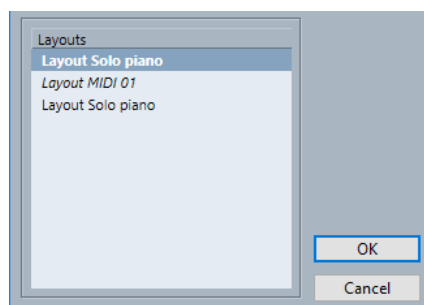
[Score Settings – Layout Tab](#) on page 87

[Importing Symbols from Another Layout](#) on page 199

## Open Layout Dialog

The **Open Layout** dialog lists all available layouts for the project and allows you to edit different combinations of tracks.

- To open the **Open Layout** dialog, select **Scores > Open Layout**.



### Layouts list

Select a layout from the list to open the corresponding tracks for editing.

#### NOTE

You can keep the **Open Layout** dialog open.

---

#### RELATED LINKS

[Working with Layouts](#) on page 197

## Importing Symbols from Another Layout

You can import all layout symbols from the selected layout into the current layout.

---

#### PROCEDURE

1. Select **Scores > Settings**.
  2. Open the **Layout** tab.
  3. In the **Layouts** list, select the layout that you want to use for importing.
  4. Open the **Functions** pop-up menu, and select **Get Form**.
- 

#### RESULT

All layout symbols from the selected layout are imported to the current layout.

#### RELATED LINKS

[Working with Layouts](#) on page 197

## Removing Layouts

You can remove layouts that you no longer need.

---

#### PROCEDURE

1. Select **Scores > Settings**.
2. Open the **Layout** tab.
3. In the **Layouts** list, select the layout that you want to remove.
4. Open the **Functions** pop-up menu, and select **Remove**.

#### NOTE

To remove all layouts for which there no longer are track combinations, open the **Functions** pop-up menu, and select **Clean up**.

---

#### RELATED LINKS

[Working with Layouts](#) on page 197  
[Score Settings – Layout Tab](#) on page 87

## Showing Markers in Layouts

You can show markers that you created in the **Project** window in the current layout in the **Score Editor**.

### PREREQUISITE

You have created markers for specific sections in your music.

---

### PROCEDURE

1. Activate the marker track that you want to use.
2. Select **Scores > Advanced Layout > Marker Track to Form**.
3. Optional: Select **Scores > Advanced Layout > Display Markers**.  
This shows the names of the markers.

---

### RESULT

Rehearsal marks and double barlines are inserted in the score, at the position of each marker.

### RELATED LINKS

[Other Section](#) on page 154

## Exporting Layouts

You can export layouts together with all staff settings and import them into other projects.

---

### PROCEDURE

1. Select **Scores > Settings**.
2. Open the **Layout** tab.
3. In the **Layouts** list, select the layout that you want to export.
4. Open the **Functions** pop-up menu, and select **Export**.
5. In the file dialog, select a file location and a name.
6. Click **Save**.

---

### RESULT

The layout is exported together with all staff settings.

### RELATED LINKS

[Score Settings – Layout Tab](#) on page 87



# Working with MusicXML

Cubase can import and export MusicXML files.

MusicXML is a music notation format developed by Recordare LLC in 2000 that allows the representation of scores in the current symbolic representation of western music notation, which has been used since the 17th century.

With Cubase, you can import and export MusicXML files created with version 1.1. This makes it possible to share and exchange sheet music with people who are using score writing programs such as Steinberg's Dorico, as well as Finale and Sibelius.

## NOTE

As the different programs do not interpret MusicXML in exactly the same way, you must usually make some manual adjustments.

MusicXML allows you to save the layout of music notation and its correct graphical representation, that is, it concerns how a piece of music should look.

The MusicXML file format can be used for the following purposes:

- Representation and printing of sheet music
- Exchange of sheet music between various score writing programs
- Electronic distribution of musical scores
- Storage and archiving of scores in an electronic format

MusicXML music data also contains elements that define how a piece of music should sound.

## RELATED LINKS

[MusicXML vs. MIDI](#) on page 201

[Working with MusicXML](#) on page 201

## MusicXML vs. MIDI

MusicXML and MIDI handle note representation and sound differently.

### Advantages of MusicXML

MIDI tracks contain MIDI notes and other MIDI data. A MIDI note in Cubase is only defined by its position, length, pitch, and velocity. This is not enough information to determine how the note is displayed in a score. For a correct representation, Cubase also needs the following information:

- Stem direction and beaming
- Expression marks (staccato, accent, ties, and slurs)
- Information about the instrument in the score
- Key and basic rhythm of the piece
- Grouping of notes

MusicXML can save a great part of this information. However, you must adjust the scores with the tools available in the **Score Editor**.

### Advantages of MIDI

Although MusicXML has obvious advantages in the representation of musical scores, there are also restrictions in sound. This is because MusicXML as a music notation format has a graphical background and is designed for exchanging representation, not sound.

When playing back MusicXML files in Cubase, the following parameters, among others, are not considered:

- On and Off velocities
- Dynamics
- Controller data
- SysEx
- Standard MIDI file meta events
- Audio
- All Cubase-specific data like automation, MIDI effects, **Input Transformer**, etc.

## Imported/Exported Parameters

Cubase can import and export MusicXML files, which makes it possible to transfer musical scores to and from applications that support this file format. However, there are some restrictions concerning the parameters Cubase supports.

### Imported/Exported Notes

---

Parameter	Export	Import
Pitch	Yes	Yes
Length	Yes	Yes
Staves	Yes	Up to two per staff
Voices	Yes	Up to four per staff
Accidentals	Yes	Yes
Ties	Yes	No
Dots	Yes	No
Stems	Yes	Yes
Beams	Yes	No
Grace notes	Yes	Yes
Rests	Yes	Yes

---

### Imported/Exported Layouts

---

<b>Parameter</b>	<b>Export</b>	<b>Import</b>
Page size	Yes	No
Page margins	Yes	Yes
Page scaling	Yes	Yes
Page breaks	Yes	No
System breaks	Yes	Yes
Distance between staves and systems	Yes	Yes
Left/Right inset	Yes	No
Distance between bars	Yes	No
Hidden staves	Yes	Yes
x and y positions of symbols	Yes	Yes

---

### Imported/Exported Symbols

---

<b>Parameter</b>	<b>Export</b>	<b>Import</b>
Keys	Yes	Yes
Clefs	Yes	Yes
Time signatures	Yes	Yes
Dynamics	Yes	Yes
Ornaments	Yes/Incomplete	Yes/Incomplete
Articulations	Yes/Incomplete	Yes/Incomplete
Lyrics	Yes	Yes
Chord symbols	Yes	Yes
Damper pedal	Yes	Yes
Dynamics	Yes	Yes
Rehearsal marks	Yes	Yes

<b>Parameter</b>	<b>Export</b>	<b>Import</b>
Text	Yes	Yes
Layout text	Yes	N.A.
Project text	Yes	“Credits”
Dashes	Yes	Yes
Endings	Yes	Yes
Octave shift	Yes	Yes
Barline types	Yes	Yes
Slurs	Yes	Yes
Hammer-on/pull-off	No	No

---

#### **Imported/Exported Formats**

---

<b>Parameter</b>	<b>Export</b>	<b>Import</b>
Display transpose	Yes	Yes
Drum notation	Yes	Yes
Short/Long staff names	Yes	Yes
Program changes	Yes	N.A.
Music font	Yes (if Jazz font)	Yes
Tablature (including string tunings)	Yes	Yes

---

#### RELATED LINKS

[Importing MusicXML Files](#) on page 204

[Exporting MusicXML Files](#) on page 205

## **Importing MusicXML Files**

You can import MusicXML files into Cubase.

---

#### PROCEDURE

1. Select **File > Import**.
2. Select **MusicXML**.
3. In the File Explorer/macOS Finder, locate and select the MusicXML file and click **Open**.

4. Select a folder for the new project.
- 

RESULT

A new project with the name of the MusicXML file is created.

RELATED LINKS

[Imported/Exported Parameters](#) on page 202

## Exporting MusicXML Files

You can export your score as MusicXML file.

PREREQUISITE

In the **Score Editor**, you have set up the score. The **Score Editor** is open.

---

PROCEDURE

1. Select **File > Export**.
  2. Select **MusicXML**.
  3. In the File Explorer/macOS Finder, select a folder.
  4. Specify a file name, and click **Save**.
- 

RESULT

The MusicXML file is saved with the extension **.xml**.

RELATED LINKS

[Imported/Exported Parameters](#) on page 202

# Additional Techniques for Designing Your Score

Cubase provides advanced options for designing your score.

Designing your score includes the following settings:

- Adjusting and resetting the layout
- Adjusting the staff size
- Editing barlines
- Setting up bar spacing and the number of bars across the page
- Controlling spacing for staves and grand staves
- Breaking barlines
- Creating multiple rests
- Creating pick-up bars

## IMPORTANT

Before you start designing the score page layout, select **File > Page Setup** and make settings for paper size, print scale, and margins.

## RELATED LINKS

[Auto Layout Dialog](#) on page 206

[Reset Layout Dialog](#) on page 208

[Adjusting the Staff Size](#) on page 209

[Setting the Staff Size for All Staves](#) on page 209

[Editing Barlines](#) on page 212

[Moving Barlines](#) on page 213

[Breaking Barlines](#) on page 213

[Adding Brackets and Braces](#) on page 215

[Setting the Default Number of Bars per Staff](#) on page 215

[Setting the Distance Between Staves](#) on page 217

[Inserting Page Breaks](#) on page 217

[Hidden Objects](#) on page 218

[Multi-Bar Rests](#) on page 220

[Creating Pick-Up Bars](#) on page 222

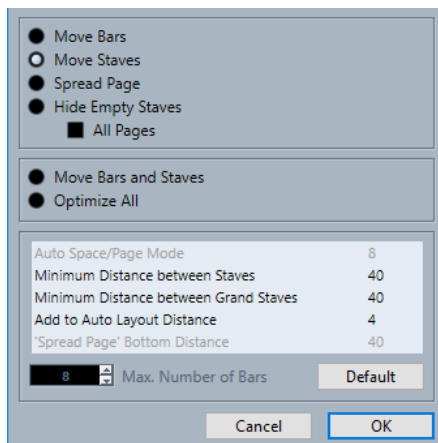
[Creating Pick-Up Bars by Hiding Rests](#) on page 223

## Auto Layout Dialog

The **Auto Layout** dialog contains settings for automatic layout adjustments. You can also specify a number of values for the layout functions.

To open the **Auto Layout** dialog, do one of the following:

- Select **Scores > Auto Layout**.
- Click **Auto Layout** on the extended toolbar.



### Move Bars

Adjusts the bar widths of the active grand staff, so that all notes and symbols get as much room as possible. The number of bars on the staff is not affected. You can use this function for several selected staves in one go.

### Move Staves

Changes the bar width and the vertical staff distance of the active staff and all following staves.

### Spread Page

Corrects the vertical layout of the staves on the current page, so that they fit onto the page.

### Hide Empty Staves

Hides all empty staves from the active staff to the end of the score.

#### NOTE

- Polyphonic/Split staves are treated as one entity if the clef in the upper system differs from that in the lower system. This means that a piano staff is considered empty only if there are no notes on either staff.
- If you activate **Auto Layout: Don't hide first staff** in the **Preferences** dialog (**Scores-Editing** page), staves are not hidden, even if they are empty. This is useful if you are creating an orchestra score and want to show the complete layout of the orchestra on the first page of the score.

- If **Hide** is activated on the filters bar, a marker indicates hidden staves. To display a hidden staff, delete the marker.

Activate **All Pages** to apply the options to the active staff and onwards.

### Move Bars and Staves

Optimizes the number of bars across the page for each staff with the maximum number of bars as set in the dialog. This is a combination of **Move Bars**, **Move Staves**, and **All Pages**, plus automatic calculation of the number of bars across the page.

### Optimize All

All of the above in one fell swoop. This procedure might take some time but usually yields great results.

### Auto Space/Page Mode

Allows you to set how much space is allowed for each element in the score.

### Minimum Distance between Staves

Determines the minimum distance between the staves if you use an **Auto Layout** function that changes the vertical staff distance.

### Minimum Distance between Grand Staves

Sets the minimum distance between grand staves.

### Add to Auto Layout Distance

The distance that is added between staves when you use an **Auto Layout** function. The higher the number, the larger the distance between staves.

### 'Spread Page' Bottom Distance

The distance that is added to the white space on the bottom of a page when using the **Spread Page** function.

### Max. Number of Bars

The maximum number of bars per staff when using **Move Bars and Staves** or **Optimize All**.

### IMPORTANT

You can change these automatic layout adjustments like any other manual setting. This means that if there is something you do not like, you can always change it manually.

---

### RELATED LINKS

[Working with Layouts](#) on page 197

[Number of Bars Dialog](#) on page 216

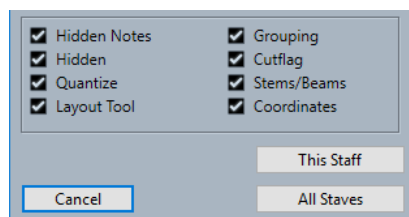
[Extended Toolbar](#) on page 15

[Filters](#) on page 16

## Reset Layout Dialog

The **Reset Layout** dialog allows you to delete hidden or underlying layout elements, which in effect restores the score to default settings.

- To open the **Reset Layout** dialog, select **Scores > Reset Layout**.



### Hidden Notes

Makes all hidden notes permanently visible again.

### Hidden

Makes all other hidden objects permanently visible again.

### Quantize

Deletes all **Display Quantize** elements.

### Layout Tool

Resets all positions of notes, clefs, slurs, and ties altered using the **Layout** tool.



### Grouping

Resets the grouping under beams to standard values.

### Cutflag

Deletes all cutflag events.

### Stems/Beams

Resets the length of all stems and the slants of beams that have been manually adjusted.

### Coordinates

Removes all manual spacing of note symbols and slurs.

### This Staff

Applies the changes to the active staff only.

### All Staves

Applies the changes to all staves in the score.

#### RELATED LINKS

[Working with Layouts](#) on page 197

## Adjusting the Staff Size

You can adjust the staff size of single staves.

---

#### PROCEDURE

1. Activate the staff that you want to edit.
2. Open the **Score Settings** dialog (**Staff-Options** tab).
3. In the **System Sizes** section, adjust the **Size** parameter.  
The values range from 25 % up to 250 % of the normal size.
4. Click **Apply**.

---

#### RESULT

The staff size is adjusted.

#### RELATED LINKS

[Staff - Options Tab](#) on page 95

## Setting the Staff Size for All Staves

You can set up the staff size for all staves. This setting is part of the layout. Use it if you want to print a full score slightly smaller than the parts for each instrument, for example.

---

#### PROCEDURE

1. Open the **Score Settings** dialog (**Layout** tab).
  2. In the **Options** section, adjust the **Size** parameter.  
The values range from 25 % up to 250 % of the normal size.
  3. Click **Apply**.
-

#### RESULT

All staves now get the desired size. Staves that have individual size settings still are proportionally smaller/larger.

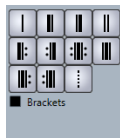
#### RELATED LINKS

[Score Settings – Layout Tab](#) on page 87

## Barline Dialog

The **Barline** dialog contains settings for barlines.

- To open the **Barline** dialog, double-click a barline.



### Single Barline

Inserts a single barline that marks the bar boundaries.

### Initial Barline

Inserts an initial barline that marks where the music starts.

### Final Barline

Inserts a final barline that marks where the music ends.

### Double Barline

Inserts a double barline that denotes significant changes in the music, or the placement of rehearsal marks, key changes, and tempo changes.

### Begin Repeat

Inserts a begin repeat barline that marks the beginning of a repeated passage.

### End Repeat

Inserts an end repeat barline that marks the end of a repeated passage.

### End/Begin Repeat

Inserts a combined start repeat and end repeat barline that is used when a repeated section is immediately followed by another, separate repeated section.

### Other barline options

These options are used to insert initial barlines at the end of line breaks, or final barlines at the start of line breaks or to subdivide bars to make complex time signatures easier to read.

### Brackets

Shows the barline with brackets. This is relevant for repeat signs.

#### RELATED LINKS

[Barlines Section](#) on page 211

[Barlines](#) on page 79

[Project – Notation Style Page](#) on page 77

[Right Zone](#) on page 19

[Editing Barlines](#) on page 212

[Moving Barlines](#) on page 213

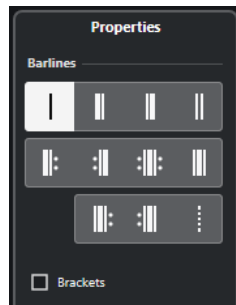
[Breaking Barlines](#) on page 213

## Barline Properties

The **Properties** tab for barlines in the right zone of the **Score Editor** allows you to change the properties of the selected barline.

- To open the **Properties** tab for barlines in the right zone, select a barline in the score display.

### Barlines Section



The following options affect the selected element:

#### Single Barline

Inserts a single barline that marks the bar boundaries.

#### Initial Barline

Inserts an initial barline that marks where the music starts.

#### Final Barline

Inserts a final barline that marks where the music ends.

#### Double Barline

Inserts a double barline that denotes significant changes in the music, or the placement of rehearsal marks, key changes, and tempo changes.

#### Begin Repeat

Inserts a begin repeat barline that marks the beginning of a repeated passage.

#### End Repeat

Inserts an end repeat barline that marks the end of a repeated passage.

#### End/Begin Repeat

Inserts a combined start repeat and end repeat barline that is used when a repeated section is immediately followed by another, separate repeated section.

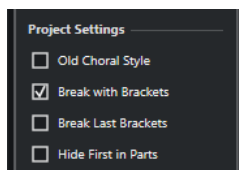
#### Other barline options

These options are used to insert initial barlines at the end of line breaks, or final barlines at the start of line breaks or to subdivide bars to make complex time signatures easier to read.

#### Brackets

Shows the barline with brackets. This is relevant for repeat signs.

## Project Settings Section



The options in the **Project Settings** section in the right zone affect the entire project.

### Old Choral Style

Shows barlines in grand staves in choral style so that they never cross the staves.

### Break with Brackets

Breaks barlines above and below the bracketed staves to give a clearer indication of which staves belong together.

### Break Last Brackets

Determines whether the breaking of bracketed staves also applies to the barline at the end of each row.

### Hide First in Parts

Hides the first barline of parts that you open in the **Score Editor**.

#### RELATED LINKS

[Barline Dialog](#) on page 210

[Barlines](#) on page 79

[Project – Notation Style Page](#) on page 77

[Right Zone](#) on page 19

[Editing Barlines](#) on page 212

[Moving Barlines](#) on page 213

[Breaking Barlines](#) on page 213

## Editing Barlines

For each barline, you can choose whether you want a regular barline, single barline, a double barline, a repeat sign, etc.

---

#### PROCEDURE

1. Double-click the barline for which you want to edit the settings.
2. In the **Barline** dialog, activate **Brackets** if you want the barline to be shown with brackets. This is only relevant for repeat signs.



3. Click the desired barline type.

---

#### RESULT

The dialog closes and the barline type is changed. As barline types are part of the **Project** layer, changes are reflected in all layouts.

#### TIP

You can also use the options in the **Barline** section of the right zone to perform this.

---

#### NOTE

If you do not want to display barlines at the beginning of the parts, activate **Hide First Barline in Parts** in the **Barlines** category of the **Score Settings** dialog (**Project-Notation Style**) page.

---

#### RELATED LINKS

[Barline Dialog](#) on page 210

[Barlines Section](#) on page 211

[Project - Notation Style Page](#) on page 77

## Moving Barlines

You can move barlines with or without affecting the surrounding bars.

#### PREREQUISITE

**Page Mode** is activated.

---

#### PROCEDURE

- Do one of the following:
    - To move a barline without affecting the widths of the surrounding bars, hold down **Ctrl/Cmd** and drag a barline.
    - To move a barline and adjust the surrounding bars, drag a barline to the left or to the right.
    - To create an indent, drag the first or last barline on a staff. The sizes of all bars are adjusted proportionally.
    - To create indents on several lines, hold down **Alt/Opt** and drag the first or last barline in a system. All following systems get the same indent. If you want all lines on all pages to be modified in the same way, hold down **Alt/Opt** and drag the appropriate barline on the first system of the score.
    - To move a barline and all barlines below it accordingly, hold down **Alt/Opt** and drag a barline.
- 

#### RELATED LINKS

[Barline Dialog](#) on page 210

[Page Mode](#) on page 14

## Breaking Barlines

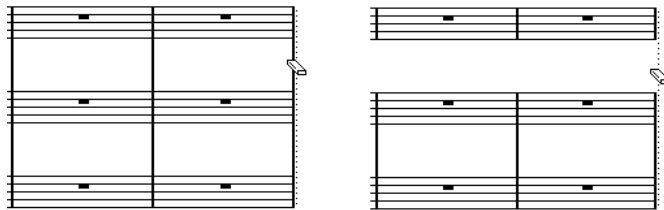
You can break barlines that stretch across a grand staff.

---

#### PROCEDURE

1. On the **Score Editor** toolbar, select the **Erase** tool.
  2. Do one of the following:
    - To break a barline, click it.
    - To break a barline and all corresponding barlines in all following grand staves, hold down **Alt/Opt** and click a barline.
-

#### RESULT



Before and after splitting the barlines between two staves

All barlines between these two staves except the first and last are broken.

#### NOTE

To break the first or last barline in a grand staff, you must click on them directly with the **Erase** tool.

---

#### RELATED LINKS

[Barline Dialog](#) on page 210

[Score Editor Toolbar](#) on page 7

[Barlines Section](#) on page 211

## Gluing Broken Barlines

You can rejoin broken barlines.

#### PROCEDURE

1. On the **Score Editor** toolbar, select the **Glue** tool.
  2. Do one of the following:
    - To rejoin broken barlines, click one of the barlines of the upper staff.
    - To glue broken barlines of all following grand staves as well, hold down **Alt/Opt** and click.
- 

## Breaking Barlines with Brackets

You can break barlines between each bracketed section. This gives you a clearer indication of which staves belong together.

#### PREREQUISITE

You have added brackets for some staves in the **Score Settings** dialog (**Layout** tab).

#### PROCEDURE

1. Open the **Score Settings** dialog (**Project-Notation Style** page).
  2. In the **Barlines** category, activate **Break Barlines with Brackets**.
  3. Optional: Activate **Break Last Brackets** to apply the breaking of barlines also to the barline at the end of each row.
- 

#### RELATED LINKS

[Adding Brackets and Braces](#) on page 215

[Project - Notation Style Page](#) on page 77

[Barlines Section](#) on page 211

## Adding Brackets and Braces

You can add brackets and braces to the current layout.

---

### PROCEDURE

1. Select **Scores > Settings**.
  2. Open the **Layout** tab.
  3. In one of the columns for braces **{** and brackets **]**, click the first staff for which you want a bracket or brace, and drag down to encompass the desired staves.  
The column indicates which staves are encompassed by the brace or bracket.
  4. Click **Apply**.
- 

### RESULT

The score is displayed with brackets or braces according to the settings you made.

### RELATED LINKS

[Score Settings – Layout Tab](#) on page 87

[Breaking Barlines](#) on page 213

## Setting the Default Number of Bars per Staff

You can specify how many bars you want to display across the staff by default.

---

### PROCEDURE

1. Select **Edit > Preferences**.
  2. Select **Scores** and open the **Editing** page.
  3. In the **Default Number of Bars per Staff** value field, enter the number of bars.
- 

### RELATED LINKS

[Setting the Number of Bars Manually](#) on page 215

[Auto Layout Dialog](#) on page 206

## Setting the Number of Bars Manually

In **Page Mode**, you can set the number of bars across the page manually.

### PREREQUISITE

**Page Mode** is active.

### NOTE

If you want to use **Max. number of Bars** in the **Auto Layout** dialog, do this before you adjust the number of bars manually.

---

### PROCEDURE

1. Activate a staff in the system.

2. Select **Scores > Advanced Layout > Number of Bars**.
  3. Set the desired number of bars across the page.
  4. Do one of the following:
    - Click **All Staves** to change the number of bars for the active staff and all following staves.
    - Click **This Staff** to change the number of bars for the active staff only.
- 

RELATED LINKS

[Auto Layout Dialog](#) on page 206

## Number of Bars Dialog

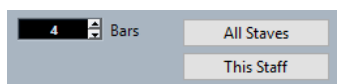
The **Number of Bars** dialog allows you to specify and edit the number of bars across the page. When you change the number of bars, the program automatically optimizes the barline positioning according to the contents.

NOTE

This is only available in **Page Mode**.

---

- To open the **Number of Bars** dialog, activate a staff, and select **Scores > Advanced Layout > Number of Bars**.



The following options are available:

### Bars

Allows you to set the number of bars across the page.

### All Staves

Adjusts the number of bars in all staves from the active staff.

NOTE

To set all staves in the whole project to the same number of bars, activate the first staff before clicking **All Staves**.

---

### This Staff

Adjusts the number of bars in the active staff only.

## Inserting/Removing Line Breaks

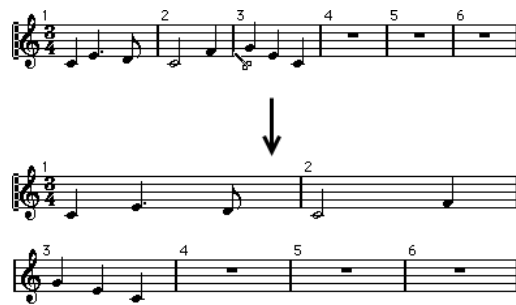
You can insert/remove line breaks, that is, move a bar to the previous or the next staff.

---

PROCEDURE

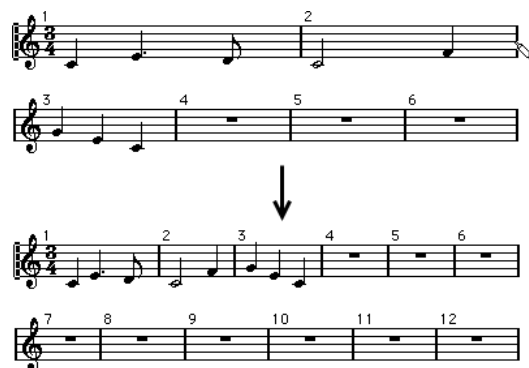
- Do one of the following:
  - To insert a line break, activate **Split** on the **Score Editor** toolbar, and click a barline.





Before and after moving the third bar to the next staff

- To remove a line break, activate **Glue** on the **Score Editor** toolbar, and click the last barline on the upper staff.



---

## Setting the Distance Between Staves

You can set the distance between staves.

PREREQUISITE

**Page Mode** is activated.

---

PROCEDURE

- Do one of the following:
  - To set the distance between staves in a grand staff or in a system, click to the left of the first barline, and drag up or down.
  - To set the distance between all staves in several systems, hold down **Alt/Opt**, click to the left of the first barline, and drag up or down.
  - To move one staff without affecting any other staff, hold down **Ctrl/Cmd**, and drag.

---

RELATED LINKS

[Page Mode](#) on page 14

## Inserting Page Breaks

You can insert page breaks.

PREREQUISITE

**Page Mode** is activated.

---

#### PROCEDURE

1. Activate the staff you want to move to the top of the next page.  
This can be any staff except the first staff on the page.
  2. Right-click the rectangle to the left of the staff, and select **Move to Next Page**.
- 

#### RESULT

The active staff and any following staves on the page are moved to the next page.  
To move the staff back again, activate the staff, and select **Move to Previous Page**.

#### RELATED LINKS

[Page Mode](#) on page 14

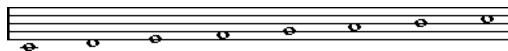
## Hidden Objects

Hidden objects can be useful for different purposes.

Any object on a page can be hidden, including notes, rests, symbols, clefs, barlines and even entire staves.

### Printing scales

If you want to create scale examples, enter the notes and hide time signatures, barlines, and other unwanted objects.



### Graphic notation

By hiding barlines, you can produce graphic notation.

### Hiding notes meant for playback only

If you have recorded your music, you may have added glissandos, falls, etc. that sound fine, but result in a lot of unnecessary notes. We recommend that you hide those notes and insert the suitable symbols instead.

#### RELATED LINKS

[Hiding Objects](#) on page 218

[Showing Hidden Objects](#) on page 219

[Showing Hidden Notes](#) on page 219

## Hiding Objects

You can hide objects from the score.

---

#### PROCEDURE

1. Select the objects that you want to hide.
2. Do one of the following:
  - Select **Scores > Hide/Show**.

**IMPORTANT**

If you want to restrict hiding to the current layout, hold down **Ctrl/Cmd** when selecting **Hide/Show**.

- Double-click a notehead, and in the **Set Note Info** dialog, activate **Hide Note**.
  - On the extended toolbar, click **Hide**.
- 

RELATED LINKS

[Set Note Info Dialog](#) on page 115

[Extended Toolbar](#) on page 15

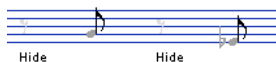
## Showing Hidden Objects

You can show hidden objects in the score.

PROCEDURE

1. On the **Score Editor** toolbar, click **Set up Window Layout**, and activate **Filters**.
2. On the filters bar, activate **Hide**.

All hidden objects are indicated by a **Hide** text marker.



3. Click the **Hide** text marker below the object that you want to display.
  4. Press **Backspace** or **Delete**.
- 

RESULT

The object is shown again.

RELATED LINKS

[Filters](#) on page 16

## Showing Hidden Notes

You can show hidden notes in the score.

PROCEDURE

1. On the **Score Editor** toolbar, click **Set up Window Layout**, and activate **Filters**.
  2. On the filters bar, activate **Hidden Notes**.
  3. Select the notes that you want to show again.
  4. Double-click one of the notes.
  5. Do one of the following:
    - In the right zone, open the **Extended Options** section, and deactivate **Hide Note**.
    - In the **Set Note Info** dialog, deactivate **Hide Note**, and click **Apply**.
- 

RESULT

The note is shown again.

RELATED LINKS

[Extended Options Section](#) on page 119

[Set Note Info Dialog](#) on page 115

[Filters](#) on page 16

## Multi-Bar Rests

Cubase allows you to set up how rests are displayed that span over multiple bars.

The **Score Settings** dialog (**Project** tab) contains several pages with settings for multi-bar rests.

- To set up how multi-bar rests are shown, use the **Notation Style** page.
- To adjust the height and width of multi-bar rest symbols, use the **Spacings** page.
- To select a font for the multi-bar rest numbers, use the **Font Settings** page.

RELATED LINKS

[Options](#) on page 89

[Multi-Bar Rests](#) on page 80

[Score Settings – Project Tab](#) on page 72

[Project – Notation Style Page](#) on page 77

[Project – Spacings Page](#) on page 85

[Project – Font Settings Page](#) on page 73

[Creating Multiple Rests](#) on page 221

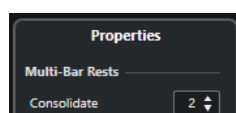
[Splitting Multiple Rests](#) on page 222

## Multi-Bar Rest Properties

The **Properties** tab for multi-bar rests in the right zone of the **Score Editor** allows you to split a multi-bar rest in two.

- To open the **Properties** tab for multi-bar rests in the right zone, select a rest in the score display.

### Multi-Bar Rests Section

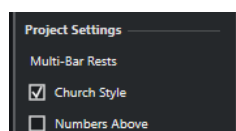


The following options affect the selected element:

#### Consolidate

Enter the number of bars after which you want the split to happen.

### Project Settings Section



The options in the **Project Settings** section in the right zone affect the entire project.

### Church Style

Shows multi-bar rests in church style, that is, with vertical bars, rather than with the regular, horizontal symbols.

### Numbers Above

Shows multiple rest numbers above the symbol.

#### RELATED LINKS

[Split Multi-Bar Rest Dialog](#) on page 221

[Multi-Bar Rests](#) on page 80

[Project – Notation Style Page](#) on page 77

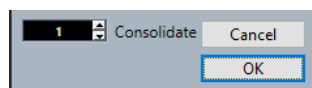
[Creating Multiple Rests](#) on page 221

[Splitting Multiple Rests](#) on page 222

## Split Multi-Bar Rest Dialog

The **Split Multi-Bar Rest** dialog allows you to split a multi-rest in two.

- To open the **Split Multi-Bar Rest** dialog, double-click a multi-bar rest.



### Consolidate

Enter the number of bars after which you want the split to happen and click **OK**.

#### RELATED LINKS

[Multi-Bar Rests Section](#) on page 220

[Options](#) on page 89

[Multi-Bar Rests](#) on page 80

[Score Settings – Project Tab](#) on page 72

[Project – Notation Style Page](#) on page 77

[Project – Spacings Page](#) on page 85

[Project – Font Settings Page](#) on page 73

[Creating Multiple Rests](#) on page 221

[Splitting Multiple Rests](#) on page 222

## Creating Multiple Rests

You can create multiple rests, that is, display multiple consecutive rests as multi-bar rests.

#### PREREQUISITE

Your score contains multiple consecutive rests.

---

#### PROCEDURE

1. Select **Scores > Settings**.

2. Open the **Layout** tab.

3. Enter a value in the **Multi-Bar Rests** value field.

This value defines how many empty bars are allowed before Cubase displays them as a multi-bar rest. If you enter **2**, for example, three or more consecutive empty bars are displayed as a multi-bar rest.

4. Click **Apply**.

---

#### RESULT

The multi-bar rests are now shown in the score.

#### TIP

You can also use the options in the **Multi-Bar Rests** section of the right zone to perform this.

---

#### RELATED LINKS

[Multi-Bar Rests](#) on page 220

[Multi-Bar Rest Properties](#) on page 220

[Splitting Multiple Rests](#) on page 222

## Splitting Multiple Rests

You can split a long multiple rest into several shorter rests.

#### PREREQUISITE

Your score contains a long multiple rest.

---

#### PROCEDURE

1. Double-click the multi-bar rest symbol.
  2. In the **Split Multi-Bar Rest** dialog, enter the bar number where you want the first split.
  3. Click **OK**.
- 

#### RESULT

The multiple rest is split. Multiple rests are automatically split at time signature changes, double barlines, repeat signs, and rehearsal marks.

#### TIP

You can also use the options in the **Multi-Bar Rests** section of the right zone to perform this.

---

#### RELATED LINKS

[Creating Multiple Rests](#) on page 221

[Multi-Bar Rests](#) on page 220

[Multi-Bar Rests Section](#) on page 220

## Creating Pick-Up Bars

You can create pick-up bars.

---

#### PROCEDURE

1. In your score, double-click the time signature of the first bar.
2. In the **Edit Time Signature** dialog, enter the length of the pick-up bar.
3. On the **Symbols** tab, open the **Time Signatures** section.
4. Activate the time signature symbol that you want to use for the project.
5. Click at the beginning of the second bar to insert the time signature.
6. Enter some notes in the pick-up bar.

7. Double-click the time signature for the pick-up bar.
  8. In the **Edit Time Signature** dialog, activate **Pick-up Bar**.
- 

#### RESULT

The time signature of the pick-up bar changes to the time signature of the second bar, and the time signature in the second bar is hidden.



#### AFTER COMPLETING THIS TASK

In the pick-up bar, double-click the bar number and enter an offset of **-1**, adjust the display of bar numbers, and hide the **0**.

#### RELATED LINKS

[Edit Time Signature Dialog](#) on page 29

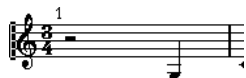
## Creating Pick-Up Bars by Hiding Rests

You can create pick-up bars by hiding rests.

---

#### PROCEDURE

1. Enter the notes in the pick-up bar.



2. Click the rests that precede the notes, and select **Scores > Hide/Show**.
3. Drag the barline between bar one and two to adjust the width of the bar.



4. Optional: Use the **Layout** tool to move the notes in the pick-up bar.
5. Double-click the bar number, and enter an offset of -1.



#### RELATED LINKS

[Layout](#) on page 8

---

# Scoring for Drums

In Cubase, you can score for drums and assign unique noteheads to individual pitches and note values.

## RELATED LINKS

[Setting up Drum Maps](#) on page 224

[Setting up a Staff for Drum Scoring](#) on page 227

[Drum Note Editing](#) on page 228

[Setting up a Single Line Drum Staff](#) on page 228

## Setting up Drum Maps

To be able to display different noteheads for different pitches in the **Score Editor**, you must first set up a drum map. A drum map is a list of drum sounds with a number of settings for each sound.

---

### PROCEDURE

1. In the **Project** window, select a MIDI track.
2. In the **Inspector**, open the **Drum Maps** pop-up menu, and select a drum map.
3. Select the MIDI part, and open the **Score Editor**.
4. Select **Scores > Settings**.
5. Select the **Staff** tab, and open the **Options** tab.
6. Activate **Use Score Drum Map**, and click **Apply**.
7. In the main menu, select **MIDI > Drum Map Setup**.
8. In the **Drum Map Setup** dialog, set up the sounds/MIDI notes.

### IMPORTANT

You can set up different drum maps and assign them to different tracks in a project. Different drum maps can have different pitch settings.

---

## RELATED LINKS

[Dynamics Mapping Setup Dialog](#) on page 239

[Drum Map Setup Dialog](#) on page 224

[Staff - Options Tab](#) on page 95

## Drum Map Setup Dialog

The **Drum Map Setup** dialog allows you to load, create, modify, and save drum maps.

- To open the **Drum Map Setup** dialog, select **MIDI > Drum Map Setup**.





The **Drum Maps** list on the left shows the loaded drum maps. The sounds and settings of the selected drum map are displayed on the right.

### New Map

Adds a new drum map to the project. To rename the drum map, click the name in the list and enter a new name.

### New Copy

Creates a copy of the selected drum map. You can then change the drum sound settings of the copy and rename the drum map in the list.

### Remove

Removes the selected drum map from the project.

### Load

Allows you to load existing drum maps into your project.

### Save

Allows you to save the drum map that is selected in the list. Drum map files have the extension .drm.

### Use Head Pairs

If this option is activated, 2 head symbols for each drum sound are displayed in the drum sound list.

### Edit head pairs

Allows you to customize the note pairs.

### Edit in Scores

If this option is activated, you can change the settings for the score drum map directly in the score.

### Output

Allows you to select the output for the drum map sounds.

The following columns are available in the drum sound list to the right:

#### Pitch

This corresponds to the I-note of the sound in the drum map and cannot be edited here.

#### Instrument

The name of the drum sound in the map.

**Snap**

This is used when entering and editing notes.

**Mute**

Allows you to mute drum sounds.

**I-Note**

The input note for the drum sound. When you play this note, it is mapped to the corresponding drum sound and automatically transposed according to the Pitch setting for the sound.

**O-Note**

The MIDI output note that is sent out every time the drum sound is played back.

**Channel**

The MIDI channel, on which the drum sound is played back.

**Output**

The MIDI output on which the drum sound is played back.

**Display Note**

The displayed pitch, that is, the pitch at which the note is shown in the score. For example, you typically want all three hi-hat sounds to be shown on the same system line in the score, but with different symbols. Therefore, you set these to the same display pitch.

**Head Symbol**

Clicking in this column opens a pop-up menu in which you can select a notehead symbol for the sound. If **Use Head Pairs** is activated in the dialog, you can select a notehead pair instead.

**Voice**

This allows you to make all notes with this pitch belong to a certain voice, so that their rests and stem directions are handled in the same ways, for example.

## RELATED LINKS

[Setting up Drum Maps](#) on page 224

## Assigning Notehead Pairs

You can use different noteheads for different drum sounds and different note values.

All head symbols are arranged in pairs, by default an empty head and a filled head. Empty noteheads are used with half notes and larger note values, filled heads are used with quarter notes and smaller note values.

---

**PROCEDURE**

1. Select **MIDI > Drum Map Setup**.
  2. Activate **Use Head Pairs**.  
The **Head Symbol** column now shows two head symbols for each drum sound.
  3. Click in the **Head Symbol** column to open the pop-up menu and select a new head pair.
- 

**RESULT**

The new head pair is assigned to the drum sound/note.

## Editing Notehead Pairs

If you do not like the default pairs of noteheads, you can edit them.

---

### PROCEDURE

1. Select **MIDI > Drum Map Setup**.
  2. Select **Edit head pairs**.
  3. Click in a cell, and select a new symbol from the pop-up menu.
- 

## Editing Drum Maps in the Score

You can change the settings for the score drum map directly in the score.

---

### PROCEDURE

1. Open the **Score Editor**.
  2. Select **MIDI > Drum Map Setup**.
  3. Activate **Edit in Scores**.
  4. Do one of the following:
    - To change the display pitch of the drum sound, transpose a note.
    - To make notehead settings for a drum sound, double-click a note.
    - To change the voice assignment of a drum sound, right-click the drum note, and in the **Move to Voice** pop-up menu, select a voice. This only works if you have set up polyphonic voices.
- 

### RELATED LINKS

- [Display Note](#) on page 226
- [Setting up Polyphonic Voices](#) on page 104
- [Activating Voices and Entering Notes](#) on page 106

## Setting up a Staff for Drum Scoring

You can set up a staff for scoring drum notes.

---

### PROCEDURE

1. Select **Scores > Settings**.
  2. Select the **Staff** tab, and open the **Options** tab.
  3. Activate **Use Score Drum Map**.
  4. Set up the option in the **Switches**, the **Score Drum Map**, and the **Fixed Stems** sections.
  5. Click **Apply**.
- 

### RESULT

You can now insert drum notes into your score.

### RELATED LINKS

- [Staff – Options Tab](#) on page 95
- [Setting up a Single Line Drum Staff](#) on page 228

[Polyphonic Voicing](#) on page 104

## Drum Note Editing

You can enter and edit drum notes in the same way as regular notes.

When you use a drum map and you move a note vertically, the display pitch changes accordingly.

When you enter and edit the pitch of notes on a single line drum staff, use the **Mouse Value** display in the status line as additional guide while you drag the note up or down.

### NOTE

If the drum map contains two notes with the same pitch such as an open and closed hi-hat, you can access the second note by holding **Ctrl/Cmd**.

---

### RELATED LINKS

[Display Note](#) on page 226

[Mouse Value](#) on page 14

## Setting up a Single Line Drum Staff

You can set up a drum staff so that it is shown as one single line, and determine if the notes are shown below, on, or above the line.

---

### PROCEDURE

1. Select **Scores > Settings**.
  2. Select the **Staff** tab, and open the **Options** tab.
  3. Activate **Use Score Drum Map**.
  4. Activate **Single Line Drum Staff**.
  5. In the value fields, set up a pitch range to determine what pitches are shown on the line. Notes outside of this range are automatically shown below or above the line.
  6. Click **Apply**.
- 

### RELATED LINKS

[Staff – Options Tab](#) on page 95

# Tablature

In Cubase, you can display staff notation in tablature, or you can create tablature from scratch.

Tablature is an alternative to staff notation that can be used for fretted string instruments, such as guitar. On tablature, pitches are indicated by fret numbers positioned on lines, each of which represents a string on the instrument.

You can edit tablature in the same way as staff notation. You can move notes, handle beaming, stem direction, etc.

## RELATED LINKS

[Creating Tablature from Scratch](#) on page 229

[Showing Staff Notation in Tablature](#) on page 230

[Changing Noteheads to Numbers](#) on page 231

[Setting up the Tablature Font](#) on page 232

[Changing Note Pitches](#) on page 232

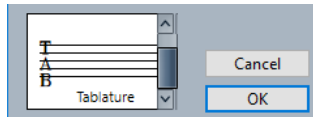
[Moving Notes to Another String](#) on page 232

## Creating Tablature from Scratch

You can create tablature from scratch.

### PROCEDURE

1. In the **Score Editor**, double-click the clef symbol.
2. In the **Edit Clef** dialog, change the clef to tablature.



3. Select **Scores > Settings**.
4. Select the **Staff** tab, and open the **Options** tab.
5. In the **System Lines** value field, enter the number of strings of your instrument.
6. In the **Add Space** value field, enter **1** or **2** to determine the space between note lines.
7. Open the **Tablature** tab, and activate **Tablature Mode**.
8. Set up the other options.
9. Click **Apply**.
10. On the **Score Editor** toolbar, select **Insert Note**.
11. Move the pointer over the score, press the mouse button and drag up and down until the note is shown on the desired string with the correct fret number.



Mouse Note Position G8

#### NOTE

If you drag up and down, the program automatically selects the lowest possible string. If you want a fret number higher than 4 on a guitar tablature, for example, use **Move To String**.

---

12. Release the mouse button.
- 

#### RESULT

The note is added to the score.

#### RELATED LINKS

[Edit Clef Dialog](#) on page 30

[Staff - Options Tab](#) on page 95

[Staff - Tablature Tab](#) on page 100

## Showing Staff Notation in Tablature

You can show your score in tablature.

#### PREREQUISITE

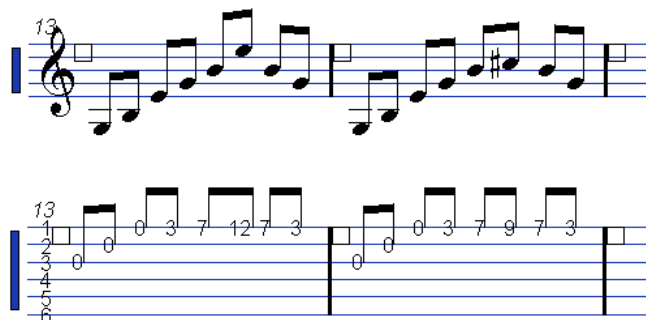
- You have performed basic editing like quantizing to make the score as legible as possible.
  - The notes in the score are inside the range of the instrument.
- 

#### PROCEDURE

1. Select **Scores > Settings**.
  2. Select the **Staff** tab, and open the **Tablature** tab.
  3. Activate **Tablature Mode**.
  4. Do one of the following:
    - Open the **Instrument** pop-up menu, and select one of the predefined instruments.
    - In the **String Tunings** section, set the open tuning of each string using the value fields. To disable a string, set it to **Off**.
  5. Optional: In the **Capo** value field, enter a value to set a capodaster on the corresponding fret.
  6. Set up the other options.
  7. Click **Apply**.
- 

#### RESULT

The score is shown in tablature.



Before and after activating tablature mode

AFTER COMPLETING THIS TASK

You can switch back to regular notation by deactivating **Tablature Mode**.

RELATED LINKS

[Staff - Tablature Tab](#) on page 100

## Using MIDI Channel 1 to 6

If you work with a guitar synthesizer that can transmit each string on a different MIDI channel, notes can be automatically placed on the correct strings according to their MIDI channel value.

PREREQUISITE

- Your MIDI string instrument has six strings or fewer.
- You have set up your instrument so that the high E string transmits on MIDI channel 1, the B string transmits on MIDI channel 2, etc.

---

PROCEDURE

1. Select **Scores > Settings**.
  2. Select the **Staff** tab, and open the **Tablature** tab.
  3. Activate **MIDI Channel 1-6**.
  4. Activate **Tablature Mode**.
  5. Set up the other options.
  6. Click **Apply**.
- 

RESULT

The notes are automatically placed on the correct strings according to their MIDI channel value.

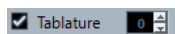
## Changing Noteheads to Numbers

Instead of showing all notation in tablature, you can also change single noteheads to numbers.

---

PROCEDURE

1. Double-click a notehead.
2. In the **Set Note Info** dialog, activate **Tablature**.
3. In the value field to the right, set a fret number.



4. Click **Apply**.
- 

RESULT

The noteheads are changed to numbers.

TIP

You can also use the options in the **Notehead** section of the right zone to perform this.

---

RELATED LINKS

[Set Note Info Dialog](#) on page 115

[Notehead Section](#) on page 119

## Setting up the Tablature Font

You can set up the font for the tablature numbers.

---

### PROCEDURE

1. Open the **Score Settings** dialog (**Project-Font Settings** page).
2. Open the **Project Text** tab.
3. Open the **Font For** pop-up menu, and select **Tablatures**.
4. Open the **Font** pop-up menu, and select a font.
5. Open the **Size** pop-up menu, and select a font size.
6. Click **Apply**.

---

### RESULT

The tablature font is displayed according to your settings.

### RELATED LINKS

[Project Text](#) on page 74

## Changing Note Pitches

You can change the note pitches of your tablature.

---

### PROCEDURE

1. Select the note that you want to change.
2. Do one of the following:
  - Drag the notehead up or down to the desired pitch.

NOTE

Use the **Mouse Value** display in the status line as an additional guide.

- 
- Change the **Pitch** value on the info line.

---

### RESULT

The string and fret number are updated automatically in the score.

### RELATED LINKS

[Mouse Value](#) on page 14

[Info Line](#) on page 15

## Moving Notes to Another String

You can move notes to another string if you want to avoid open strings on a guitar, for example.

---

### PROCEDURE

1. Select one or several notes that you want to move to a new string.



2. Right-click one of the selected notes, and select the string from the **Move To String** submenu.
- 

#### RESULT

The number is automatically adjusted according to the tuning of the instrument that you set up in the **Score Settings** dialog (**Staff-Tablature** tab).

#### RELATED LINKS

[Staff - Tablature Tab](#) on page 100

# Rhythmic Notation

In Cubase, you can display your score in rhythmic notation. This is useful if you want to focus on rhythmic information only, for example in cues or the conductor's score. Rhythmic notation can also help you to create lead sheets.

You can display your full score or selections of it in rhythmic notation. The smallest possible selection that you can show in rhythmic notation is one bar. Even if you only select one note, the display for the whole bar changes.



In split systems, you can display one staff in regular notation and the other one in rhythmic notation.



If you work with polyphonic voices, you can display one voice in regular notation and the other one in rhythmic notation.



## IMPORTANT

- Rhythmic notation is a display function and therefore non-destructive. You can switch between regular notation and rhythmic notation.
- The **Notation Style** page in the **Score Settings** dialog contains options that allow you to change the appearance of the rhythmic notation.

## RELATED LINKS

- [Project – Notation Style Page](#) on page 77
- [Showing Staff Notation as Rhythmic Notation](#) on page 235
- [Showing Rhythmic Notation as Regular Notation](#) on page 235
- [Rhythmic Bar Indicators](#) on page 236
- [Hiding Notes and Rests in Bars](#) on page 236
- [Replacing Notation with Repeat Bar Signs](#) on page 237

## Showing Staff Notation as Rhythmic Notation

You can show regular notation as rhythmic notation. Rhythmic notation is a display function and therefore non-destructive. You can switch between regular notation and rhythmic notation.

### PREREQUISITE

You have opened your score in Cubase, and you have performed basic editing to make the score as legible as possible.

---

### PROCEDURE

1. Select the notes that you want to display as rhythmic notation.
2. Select **Scores > Rhythm Notation > Show Rhythmic Notation**.

---

### RESULT

The selected notation is displayed as rhythmic notation.

- Noteheads change shape.
- Pitches are suspended so that all rhythm noteheads are shown at the same vertical position.
- Notes at the same position, such as chords, are suspended and represented by a single notehead.
- Ties between rhythm notation and regular notation bars are suspended.
- Instead of rests, bars that do not contain notes are filled with as many slashes as correspond to the numerator of the time signature.

### RELATED LINKS

[Project – Notation Style Page](#) on page 77

[Showing Rhythmic Notation as Regular Notation](#) on page 235

## Showing Rhythmic Notation as Regular Notation

You can suspend rhythmic notation and show the regular notation again. Rhythmic notation is a display function and therefore non-destructive. You can switch between regular notation and rhythmic notation.

### PREREQUISITE

Parts of your score are shown as rhythmic notation.

---

### PROCEDURE

1. Select the notes that you want to display as regular notation.
2. Select **Scores > Rhythm Notation > Show Regular Notation**.

---

### RESULT

The selected notation is displayed as regular notation.

- Rhythm noteheads are shown as regular noteheads.
- Note pitches, chords, and ties are shown.
- Bars that are filled with slashes are shown with rests.

### RELATED LINKS

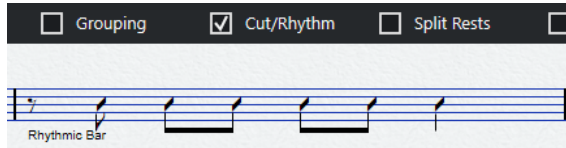
[Project – Notation Style Page](#) on page 77

[Showing Staff Notation as Rhythmic Notation](#) on page 235

## Rhythmic Bar Indicators

Rhythmic bar indicators show which sections of the score display rhythmic notation.

You can show rhythmic bar indicators in your score by activating **Cut/Rhythm** in the filters bar in the **Score Editor**.



To hide rhythmic bar indicators, deactivate the **Cut/Rhythm** option.

### NOTE

Rhythmic bar indicators are not printed.

---

### RELATED LINKS

[Filters](#) on page 16

[Showing Staff Notation as Rhythmic Notation](#) on page 235

## Hiding Notes and Rests in Bars

You can hide notes and rests in one or more bars. This allows you to focus on specific parts of your score without deleting anything. Only the display changes, all notes and rests still play back as usual.

### PROCEDURE

1. Select a note in the bar that you want to clear.
  2. Select **Scores > Rhythm Notation > Clear Bar**.
- 

### RESULT

All notes and rests are hidden in the bar.

### AFTER COMPLETING THIS TASK

To show the regular or the rhythmic notation again, activate/deactivate **Cut/Rhythm** in the filters bar, right-click the rhythmic bar indicator, and select the corresponding option from the context menu.

### RELATED LINKS

[Rhythmic Bar Indicators](#) on page 236

[Showing Staff Notation as Rhythmic Notation](#) on page 235

[Showing Rhythmic Notation as Regular Notation](#) on page 235

## Replacing Notation with Repeat Bar Signs

You can show a repeat bar sign that replaces the regular or the rhythmic notation in one or more bars.

---

### PROCEDURE

1. Select one or more notes.
2. Select **Scores > Rhythm Notation > Show Bar Repeat Sign**.

---

### RESULT

All notes and rests are hidden from that bar and a repeat bar sign is shown instead.

### NOTE

Showing a repeat bar sign is a display option that does not affect playback. All notes and rests are played back as usual.

---

### AFTER COMPLETING THIS TASK

To show the regular or the rhythmic notation again, activate/deactivate **Cut/Rhythm** in the filters bar, right-click the rhythmic bar indicator, and select the corresponding option from the context menu.

### RELATED LINKS

[Other Section](#) on page 154

# Playback

In Cubase, you can play back repeats, project symbols, and mapped dynamics.

## RELATED LINKS

[Playing Back Repeats and Project Symbols](#) on page 238

[Mapped Dynamics](#) on page 238

[Dynamics Mapping Setup Dialog](#) on page 239

[Inserting Dynamic Symbols](#) on page 240

## Playing Back Repeats and Project Symbols

Cubase can play back directions such as repeats, and project layer symbols such as segnos, codas, da capos, and endings.

## PREREQUISITE

Your score contains repeats or project symbols.

---

## PROCEDURE

1. Right-click the **Score Editor** toolbar, and in the context menu, activate **Arranger**.

The **Arranger** controls are shown.



2. Click **Activate Arranger Mode**, and start playback.

---

## RESULT

Playback follows the repeats and project symbols in the score.

## RELATED LINKS

[Layers](#) on page 137

[Other Section](#) on page 154

## Mapped Dynamics

Mapped dynamics in Cubase make use of the **Note Expression** functionality.

You can play back mapped dynamics by modifying the velocity values in percentages, by sending volume controller messages, or by sending additional generic controllers. You can also combine these methods.

## RELATED LINKS

[Dynamics Mapping Section](#) on page 147

[Dynamics Mapping Setup Dialog](#) on page 239

[Inserting Dynamic Symbols](#) on page 240

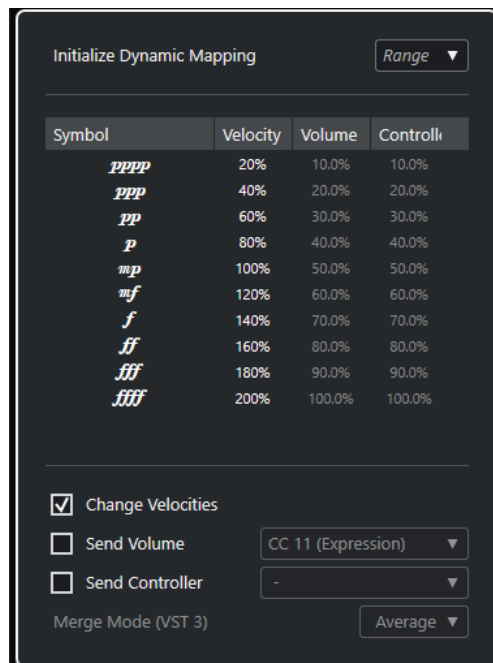
## Dynamics Mapping Setup Dialog

The **Dynamics Mapping Setup** dialog allows you to set up the dynamic symbols.

- To open the **Dynamics Mapping Setup** dialog, right-click one of the symbols in the **Dynamics Mapping** section on the **Symbols** tab, and select **Dynamics Mapping**.

### NOTE

If your score already contains mapped dynamic symbols, you can also double-click a symbol to open the **Dynamics Mapping Setup** dialog.



The following options are available:

### Initialize Dynamic Mapping

Allows you to specify the dynamic range for the work with mapped dynamic symbols. Open the pop-up menu to the right and activate **pp-ff** if you do not want the extreme dynamic symbols (**pppp**, **ppp**, **ffff**, and **fff**) to have an effect. Activate **pppp-ffff** to use the whole dynamic range.

### Symbol

Shows the dynamic symbol.

### Velocity

Activate **Change Velocities** to use the **Velocity** column to assign a velocity to the dynamic symbol. The percentage value defines by how much the symbol raises or reduces the current velocity value of a note.

### Volume

Activate **Send Volume** to use the **Volume** column to assign a volume to the dynamic symbol. The percentage value defines by how much the corresponding symbol raises or reduces the current volume of a note. Use the pop-up menu to select whether you want to use the MIDI controllers 7 or 11 or the VST 3 volume parameter.

#### NOTE

If you select **VST 3 Volume**, the VST 3 volume events in the notes are being merged with the volume specified for the dynamic symbols according to the **Merge Mode (VST 3)** setting. However, make sure that the edited part does not contain events for MIDI controller 7 (Main Volume) or 11 (Expression) on the controller lane.

---

#### Controller

Activate **Send Controller** to use the **Controller** column to assign a controller to the dynamic symbol. The percentage value defines by how much the corresponding symbol raises or reduces the current controller value of a note.

You can also send an additional MIDI controller (except MIDI controllers 7 and 11).

#### NOTE

If you combine **Send Controller** and **Send Volume**, you can set up a sound which gets brighter as it gets louder. This is useful when you work with strings or woodwind and brass instruments.

---

#### Merge Mode (VST 3)

Affects the result of the parameter **VST 3 Volume** in the notes and for the dynamic symbols. **Average** uses the average of the two volume messages for the notes. If **Merge** is active, the **VST 3 Volume** setting for the dynamic symbols modulates the existing **VST 3 Volume** setting of the notes. High settings increase the volume, and low settings decrease the volume set for the note.

#### RELATED LINKS

[Dynamics Mapping Section](#) on page 147

[Inserting Dynamic Symbols](#) on page 240

[Mapped Dynamics](#) on page 238

## Inserting Dynamic Symbols

You can insert dynamic symbols in your score.

#### PREREQUISITE

You have set up the dynamics.

---

#### PROCEDURE

1. In the **Dynamics** or in the **Dynamics Mapping** section, select the dynamic symbol.
2. Click at the position in the **Score Editor** where you want to insert the symbol.  
Mapped dynamic symbols have a different color scheme than the regular dynamic symbols.

#### NOTE

You can change the dynamic symbols by opening the context menu and selecting **One up (+)** or **One down (-)**.

---

#### RESULT

- Crescendi and decrescendi are updated intelligently, that is, when you have inserted a crescendo between two dynamic symbols and the order of these symbols is reversed, the crescendo automatically becomes a decrescendo.



- If you insert a crescendo symbol which is not preceded by a dynamic symbol, the assumed start value is mezzo forte.
- If you insert a crescendo symbol which is not followed by a dynamic symbol, an end value is calculated automatically.  
For a crescendo, this is one value above the start value and for a decrescendo one value below the start value.

RELATED LINKS

[Dynamics Section](#) on page 149

[Dynamics Mapping Section](#) on page 147

[Dynamics Mapping Setup Dialog](#) on page 239

[Mapped Dynamics](#) on page 238

# Index

## A

Accelerando 128  
Accents 77  
Accidentals  
    Distance from note 115  
    Score Settings 82  
    Settings 121  
Acoustic feedback 50  
Aligning  
    Dynamics 168  
    Score symbols 168  
    Text 101  
Arranger mode 238  
Articulations 147  
Attribute sets 75  
Auto Layout 206  
Automatic grouping of notes 124

## B

Bar Copy 165  
Bar handles 164  
    Properties 166  
Bar numbers 77  
    Offset 194  
    Properties 194  
    Settings 193  
Barlines 77, 210  
    Editing 212  
    Properties 211  
Bars  
    Moving to next/previous staff 216  
    Number across staff 215  
    Number on page 216  
Bars and Beats Positions 54  
Beams 77  
    Across staves 128  
    Appearance 124  
    Deactivating 124  
    Grouping notes 124  
    Manual adjustment 129  
    Slant 77  
    Stem direction 113  
Bezier slurs 151  
Block text 178  
Bows 115  
Box symbol 154  
Braces 215  
Bracket heads 115  
Brackets 215  
Bravura font 74  
Brillenbass 126  
Build Trill 154

## C

Capo 100  
Chord symbols 83, 144, 169  
    Creating 173  
    Editing 171  
    Font 83  
    Name formats 39  
    Properties 170  
    Tensions 172  
Clear Bar 236  
Clef/Key 34, 91  
Clefs 28, 77  
    Editing 30, 68  
    Inserting 68  
    Moving 69  
    Options 33  
    Properties 32  
    Setting 30  
    Setting initial 28  
    Symbols 142  
Clefs etc. 148  
Colors 123  
Composite time signatures 125  
Computer keyboard note input 55  
Concert key 40  
Copying  
    Note attributes 123  
    Notes and symbols between bars 164  
Crescendo 149  
Cue notes 132, 133  
Current chord 14  
Custom Text Editor 182  
Cutting ties 131

## D

Damper pedal symbols 154  
Diminuendo 149  
Display Quantize 26, 45, 91  
    Exceptions 43, 44  
    In polyphonic voices 108  
Display Transpose 91  
    Concert key 40  
    Instruments 40  
    Key change 41  
    Staff Settings 40  
Draw tool 137  
Drum maps  
    Editing 227  
    Setting up 224  
    Setup dialog 224  
Drum notes 224  
    Adding and editing 228  
    Notehead pairs 226

Drum notes (*continued*)  
  Single line staff 228  
  Staves 227  
Duplicating notes 61  
Duration of notes 63  
Dynamics  
  Aligning 168  
  Resizing 167  
  Symbols 149  
Dynamics mapping 147

## E

Edit mode 14  
Ending symbols 158  
English note names 39  
Enharmonic shift 122  
  Entire Bar 82  
Enharmonic spelling 122  
Entering notes 55  
Erase tool 66, 213  
Event Movement Restrictions 7, 132  
  Keep Crescendo Symbols Horizontal 149, 167  
  Keep Notes within Key 61  
  Snap Slurs to Notes 150  
Explode 46, 107  
Expression Map 147  
Extended toolbar 15  
Extracting voices 110

## F

Favorites 140, 141  
Filters 16  
Find and replace 187  
Fixed Stems 95  
Flipping  
  Crescendo 149  
  Slurs 150  
  Stems 113  
Font Settings 185, 186  
Fonts  
  Attribute Sets 75  
  Project Text 74  
  Settings 73, 74  
  SMuFL 74  
Form symbols 158

## G

German note names 39  
Glue tool 65  
Grace notes  
  Converting to normal 134  
  Creating 133  
  Editing 134  
Gradual dynamics 152  
Grouping  
  Click patterns 77  
Grouping beams  
  Accelerando 128  
  Beams 126

Grouping beams (*continued*)  
  Brillenbass 126  
  Click patterns 125  
  Composite time signatures 125  
  Removing 127, 128  
  Repeats 126  
  Ritardando 128  
Guitar library 84  
  Adding symbols 145  
Guitar symbols 145

## H

H. W. Henze style 77  
Handles 163  
Hiding  
  Beams 115  
  Flags 115  
  Notes and rests 236  
  Objects 218  
  Stems 115

## I

Image files 157  
  Properties 157  
Info line 15  
  Note lengths 64  
Initial note input values 51  
Inspector 17, 19, 20  
  Sections 20  
Interpretation Options 91

## K

Keyboard symbol 154, 156  
Keys 28, 77  
  Changes 38  
  Context menu 38  
  Editing 35  
  Local keys 39  
  Properties 36  
  Setting 34  
  Setting initial 28  
  Split System 39  
  Symbols 141

## L

Layers 137  
  Activating/Deactivating 139  
  Assigning 138  
  Inserting symbols 140  
Layout layer symbols 137  
Layout text 179  
  Inserting 180  
Layout tool 131  
  Moving clefs 69  
Layouts 197  
  Exporting 200  
  Importing symbols 199

Layouts (*continued*)

- Opening 198
- Removing 199

## Ledger lines 115

## Left zone 17

## Lines/Trills 152

## Local keys 39

## Lock layers 50

## Lyrics 77, 176

- Importing 178
- In voices 177
- Inserting 176
- Verse 177

**M**

## Markers 200

## Melisma lines 192

## Merging staves 109

## MIDI Input function 59

## MIDI notes

- Assigning colors 123
- Display length 65
- Duplicating 61
- Selecting in score 56

## Mouse Time Position 14

## Mouse Value 14

## Moving notes graphically 131

## Moving notes to voices 106, 107

## Multi-bar rests 77

- Creating 221
- Properties 220
- Splitting 222

## MusicXML 201

- Exporting 205
- Importing 204

**N**

## Notation style 77

## Note Editing Overlay 62, 63

## Note events 117

## Note input 54

## Note layer symbols 137

- Inserting 162

## Note lengths 63

## Note limits 95

## Note names formats 39

## Note pitches 59, 60

## Note positions 52, 58

## Note symbols 148

- Inserting 162
- Resizing 167

## Note values 53

## Note-dependent symbols 162

## Noteheads

- Changing shape 122
- Editing pairs 227

## Notes

- Deleting 66
- Deselecting 58
- Display length 65
- Duplicating 61

Notes (*continued*)

## Duration 63

## Entering 55

## Hiding 236

## Length 64, 65

## Moving 58, 163

## Moving across staves 60

## Moving graphically 131

## Pasting from clipboard 61

## Pitch 59, 60

## Selecting 57

## Splitting 66

## Notes to MIDI 47

## Number of bars 215, 216

**O**

## Octave symbols 152

## Offset 85

## Bar numbers 194

## Page numbers 77

## Other symbols 154

**P**

## Page mode 14

## Page text 180, 181

## Pages

- Numbering 77
- Setting up 28

## Petaluma font 74

## Piano staves

- Breaking barlines 213
- Split staff 66

## Pitch editing 59

## Pitch notation 39

## Polyphonic settings 98

## Polyphonic voicing 104

- Automatic 109
- Crossed voicings 108
- Display Quantize 108
- Entering notes 106
- Setting up 104
- Stem direction 112

## Position Info window 22

## Printing

- Page setup 28
- Scores 41

## Project layer symbols 137

## Project tab 72

## Project Text 74

## Properties 19

- Bar handles 166
- Bar numbers 194
- Barlines 211
- Chord symbols 170
- Clefs 32
- Gradual dynamics 152
- Keys 36
- Multi-bar rests 220
- Note events 117
- Staff 20
- Staff names 189

**Q**

Quantize presets 54

**R**

Rectangle symbol 156

Reduce Rests 98

Rehearsal marks 158

Repeating note groups 126

Repeats 126, 154, 237

Resizing symbols 167

Rests

Creating multi-bar rests 221

Hiding 98, 236

In Polyphonic voices 104

Moving 132

Rhythmic bar indicators 236

Rhythmic notation 77, 234

Replacing with repeats 237

Showing as rhythmic notation 235

Showing as staff notation 235

Right zone 19

Bar handles 166

Bar numbers 194

Barlines 211

Chord symbols 170

Clefs 32

Gradual dynamics 152

Keys 36

Multi-bar rests 220

Note events 117

Staff 20

Staff names 189

Ritardando 128

RTF Settings 179

Ruler 21

**S**

Score Drum Map 95

Score Editor

Display 13

Window 5

Score Font 74

Score Settings 71, 77

Accidentals 82

Chord symbols 83

Fonts 73

Guitar Library 84

Layout 87

Project 72

Spacings 85

Staff 90

Text 101

Score symbols 137, 140

Aligning 168

Handles 163

Length 167

Selecting notes 57

MIDI 56

Values 52

Set Note Info 115

Showing bars/beat positions 54

Slurs

Bezier 151

Direction 150

Inserting 150

Shape 150

SMuFL font 74

Snap modes 49

Snap Rests and Repeats Vertically 132

Snap Slurs to Notes 150

Solfège note names 39

Spacings 85

Spectacle bass 126

Split Multi-Bar Rest 221

Split tool 66, 216

Splitting staves 66

Staff Mode 98

Staff names 77, 91

Editing 188, 189

Properties 189

Staff presets 91

Staff Settings 90

Clef/Key 34

Display Transpose 40

Main 91

Options 95

Polyphonic 98

Tablature 100

Status line 14

Staves

Activating 27

Changing the split point 66

Editing staff names 189

Properties 20

Setting up 51

Stem direction 113

Grouped notes 114

In polyphonic voices 112

Manual flip 113

Set Note Info 115

Stem length 114

String tunings 100

Symbol palettes 18

Symbols 17, 18, 137

Articulations 148

Chord symbols 144

Clefs 142

Clefs, etc. 148

Coda 158

Dynamics 149

Dynamics mapping 147

Expression Map 147

Favorites 140

Guitar tabs 145

Keys 141

Lines/Trills 152

Moving 163

Other 154

Palettes 18

Rehearsal marks 158

Repeats 158

Time signatures 143

Symbols (*continued*)  
User symbols 159  
Words 159

## T

Tablature 229  
  Creating 229  
  Font 232  
  MIDI channels 231  
  Showing 100, 230  
Tempo symbols 158  
Tensions 172  
Text 101, 175  
  Aligning 101  
  Block text 178  
  Font 185  
  Importing from file 178  
  Size 185  
Text Attribute Sets 184  
  Creating 184  
Tied notes 58  
Ties 130  
  Cutting 131  
  Direction 115  
  Inserting as symbols 150  
  Splitting 66  
Time signature 28, 77  
  Editing 29, 68  
  Inserting 68  
  Setting 29  
  Setting initial 28  
  Symbols 143  
Toolbar 7  
Transcription 43  
Transpose palette 60  
Transposing instruments 40  
Trills 154  
  Building 153  
Tuplets 77, 136  
  Building 135  
  Group symbols 152  
  N-Tuplets 135

## U

Unusual note values 54  
Use Chord Track for Accidentals 82  
User symbols  
  Creating 161  
  Editor 159  
  Symbols 159

## V

Verses (Lyrics) 177  
Voices 104, 106  
  Converting to tracks 110  
  Display Quantize 108

## W

Words 182  
  Symbols 159

## Z

Zoom 23, 24  
  Pop-up menu 23  
  Tool 24