Installing Encore

On a Macintosh:

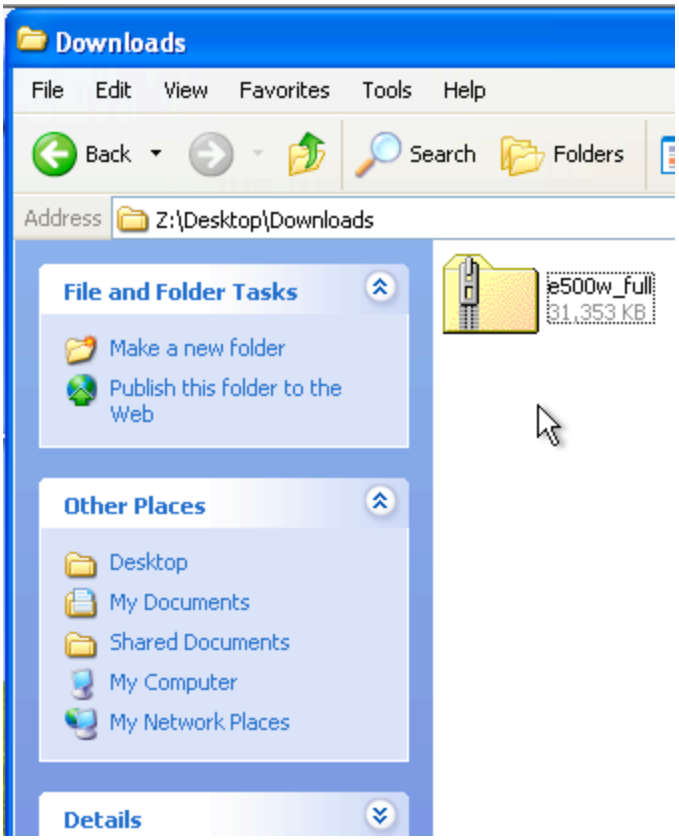
- Click on the file **e500m_full.dmg,** it will open containing the application and supporting documents.
- Drag the Encore icon to the applications folder and put the other folders from the disk image to a folder of your choice (Documents Folder).
- Click on the eject button next to the disk image icon in the left column of the finder window.
- Open **Applications>Encore**
- Encore will open and show a blank score
- Go to **About Encore** and enter the registartion code provided.

On a Windows:

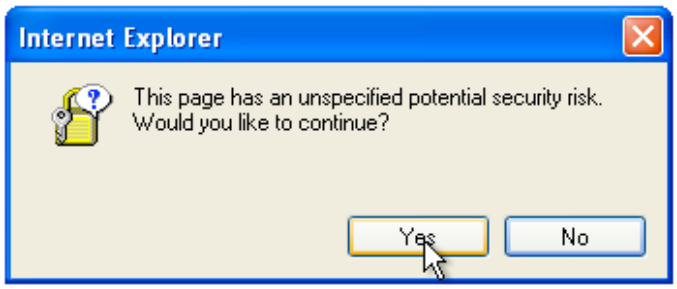
- Click on the file **e500w_full.zip**
- Follow the installer prompts listed on the following pages
- Launch Encore
- Go to Help>About Encore and enter the registartion code provided.

Using Encore

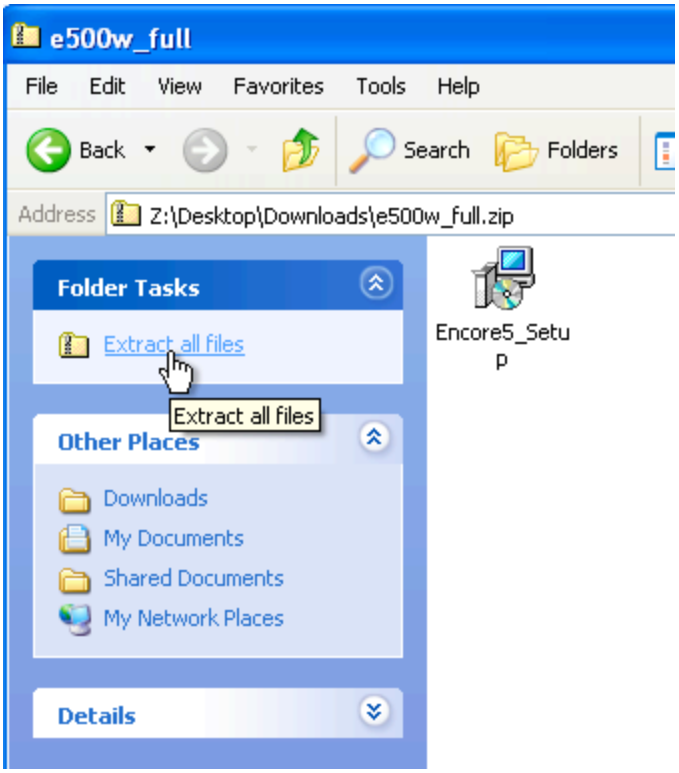
1. Open **Applications/All Programs>Encore**
2. Encore will open and show a blank score
3. Enter notes using the notes pallete by clicking on the note value then clicking on the score
4. Notes may be entered though a MIDI keyboard in realtime by clicking record and then playing
5. Everything may be adjusted by dragging with the “arrow” tool



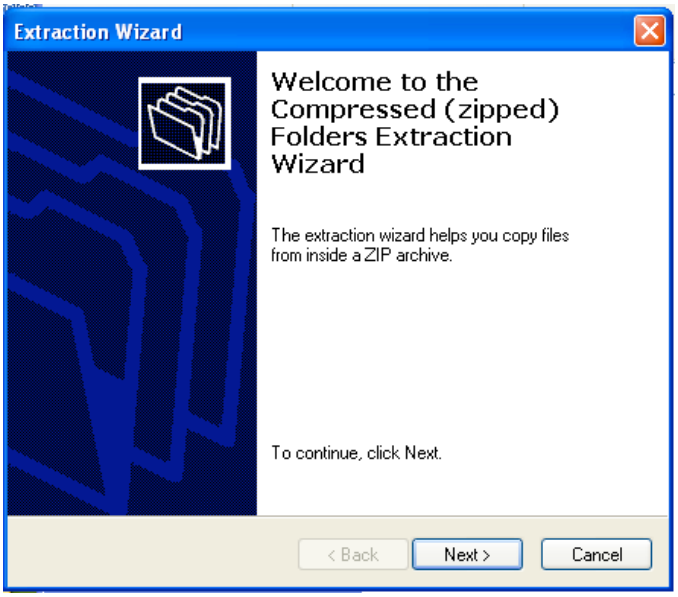
Locate the downloaded application on your computer



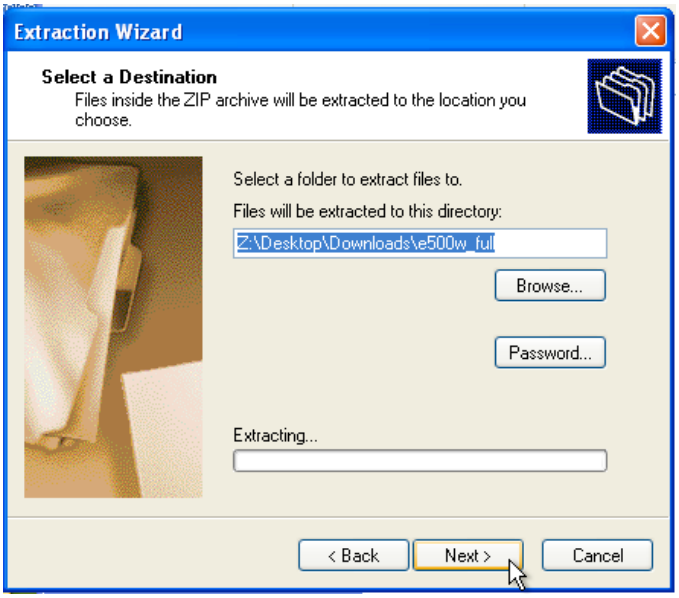
Click **YES**



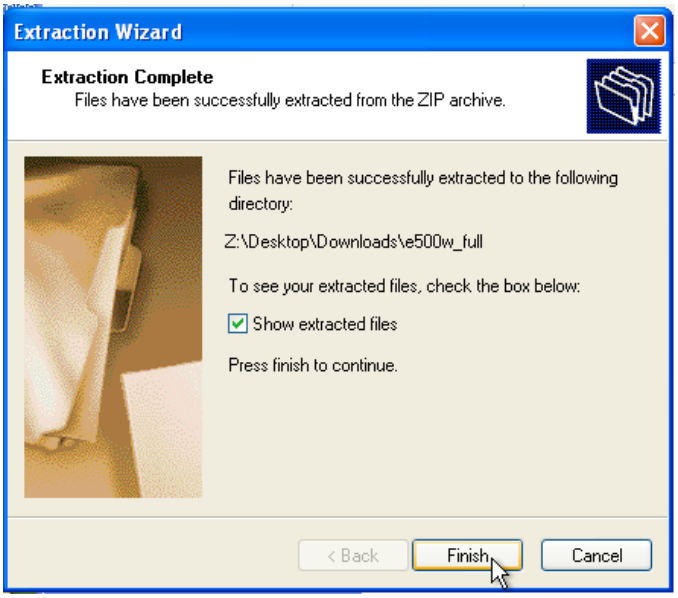
Click **Extract All Files**



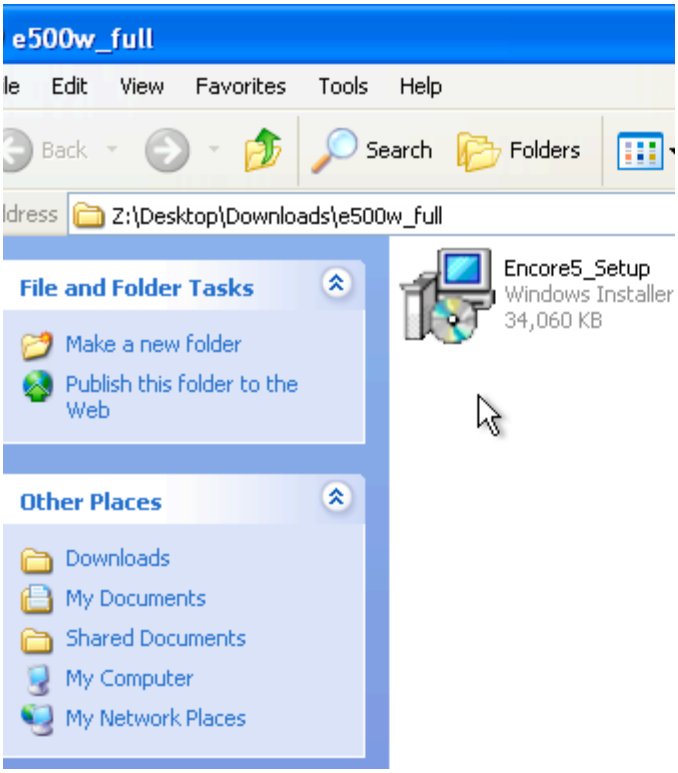
Click **Next**



Select a location to extract the installer to and press next.

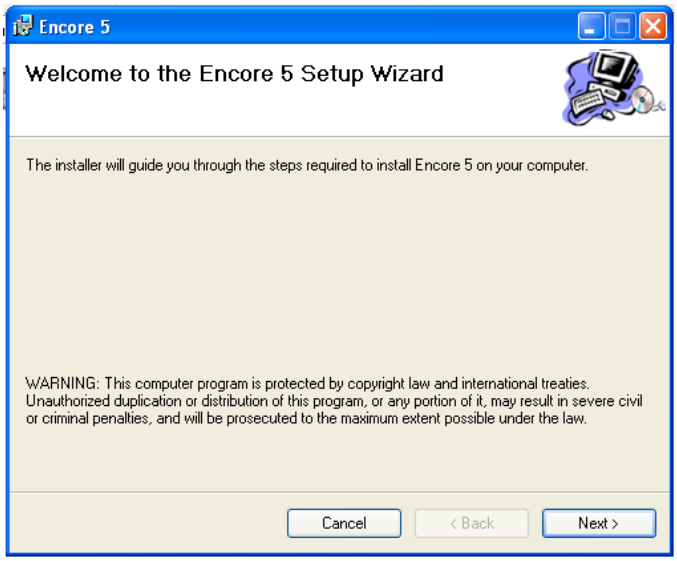


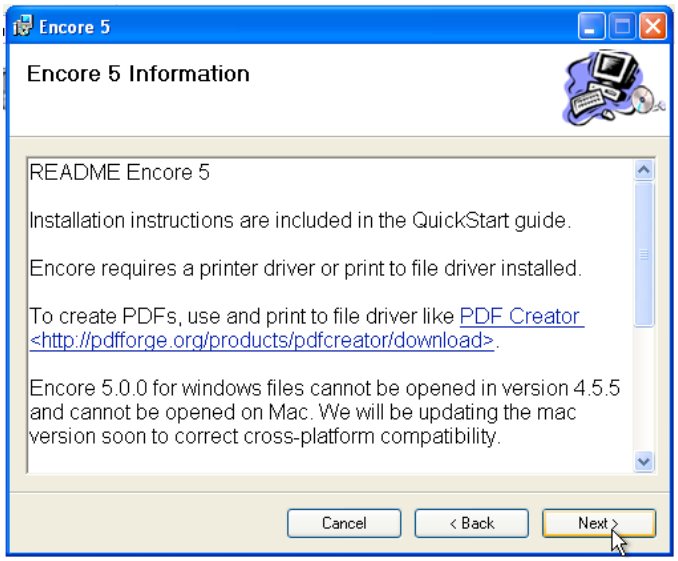
Click **Finish**



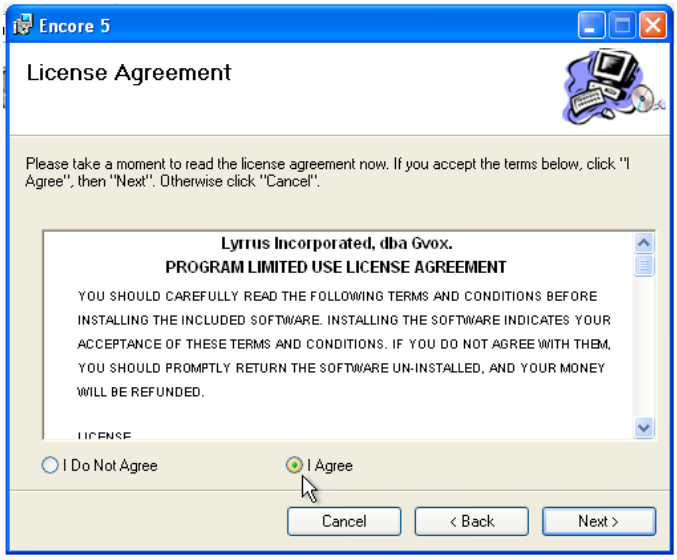
Launch Encore 5 Setup

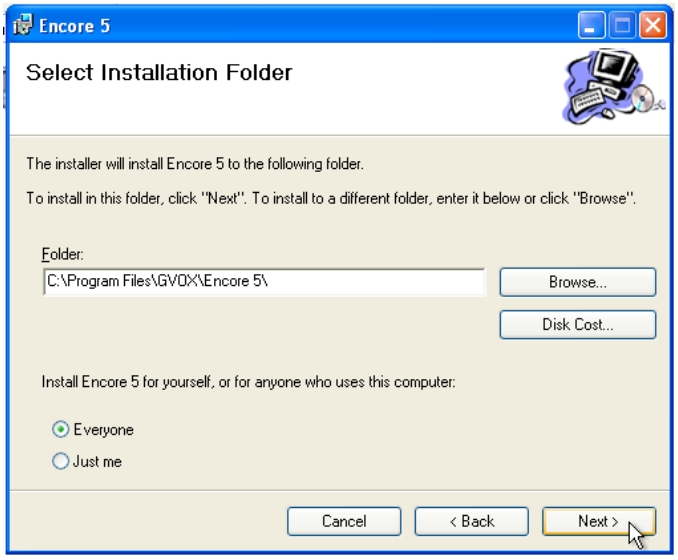
Click **Run**

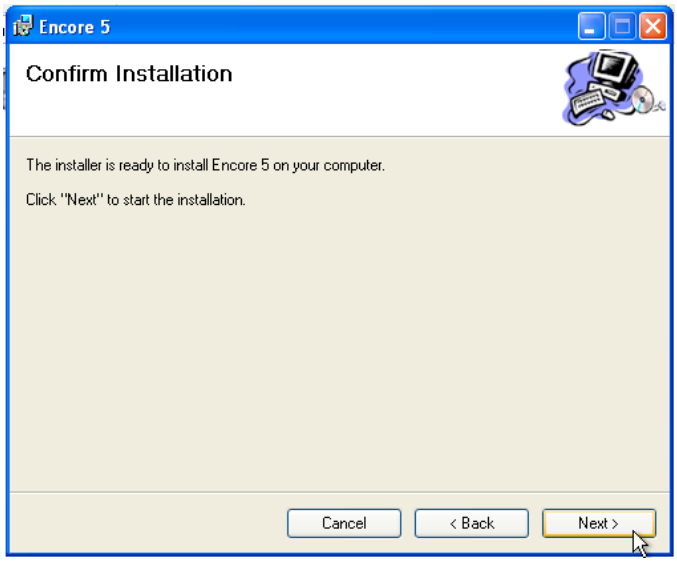


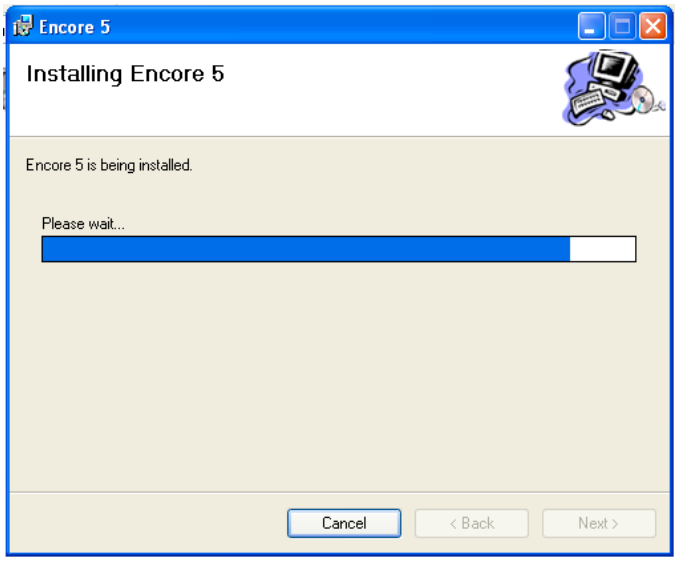


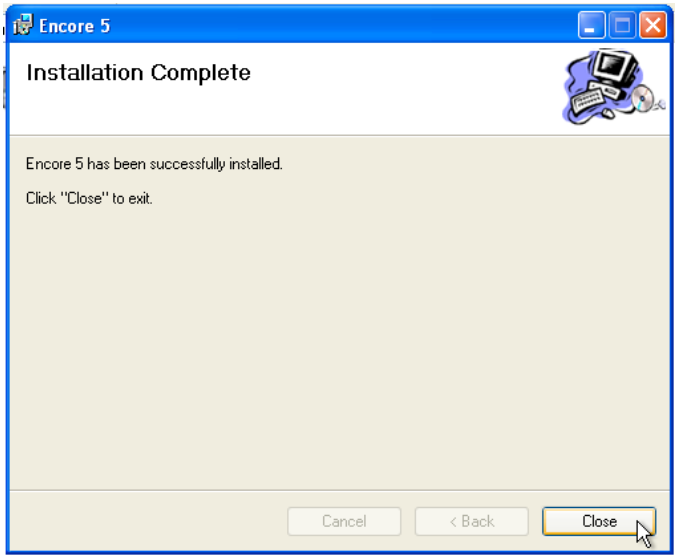
Follow prompts listed for installation

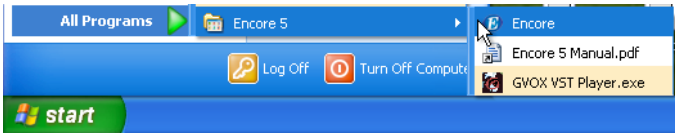












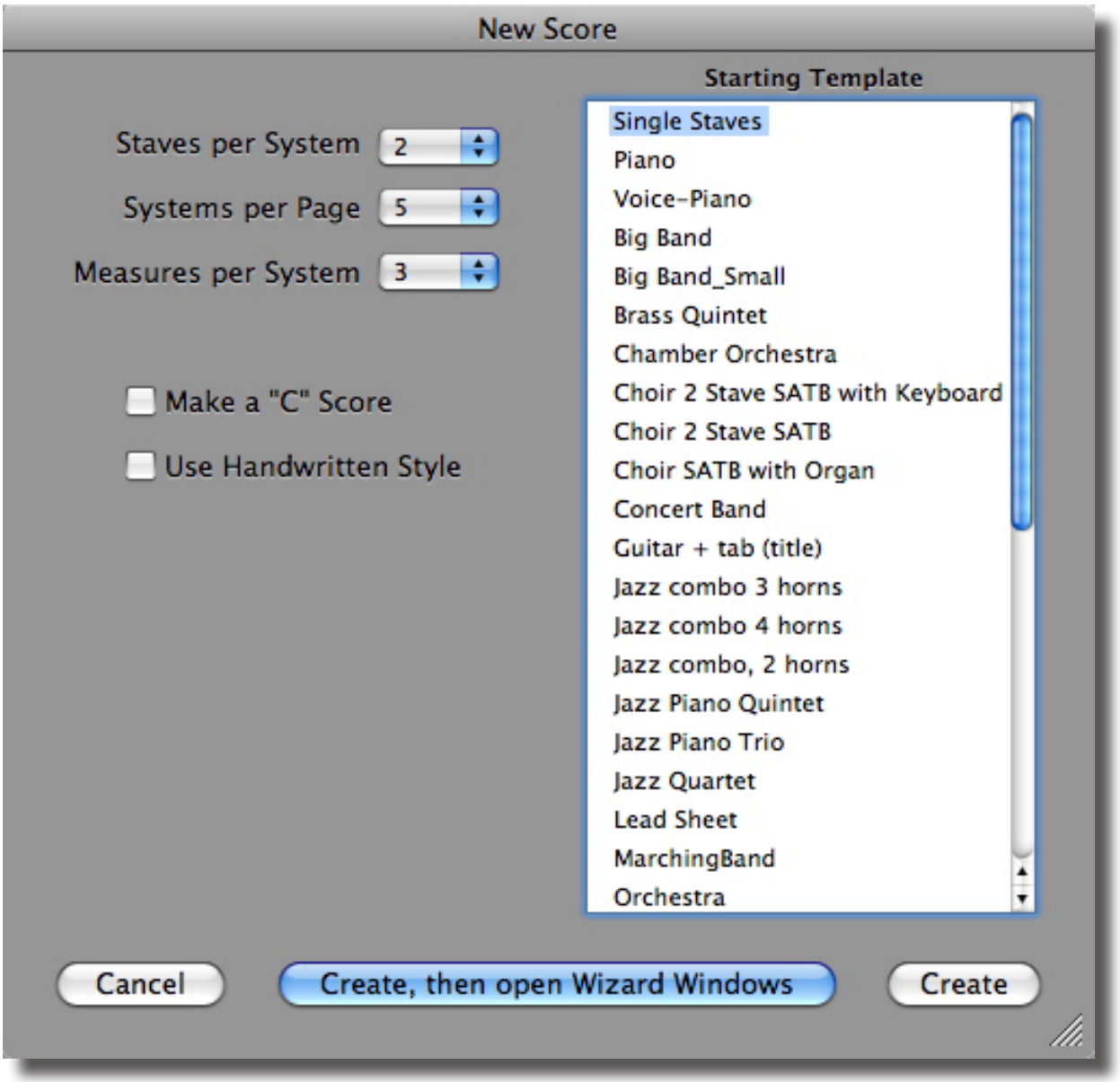
Launch Encore.

Enjoy!

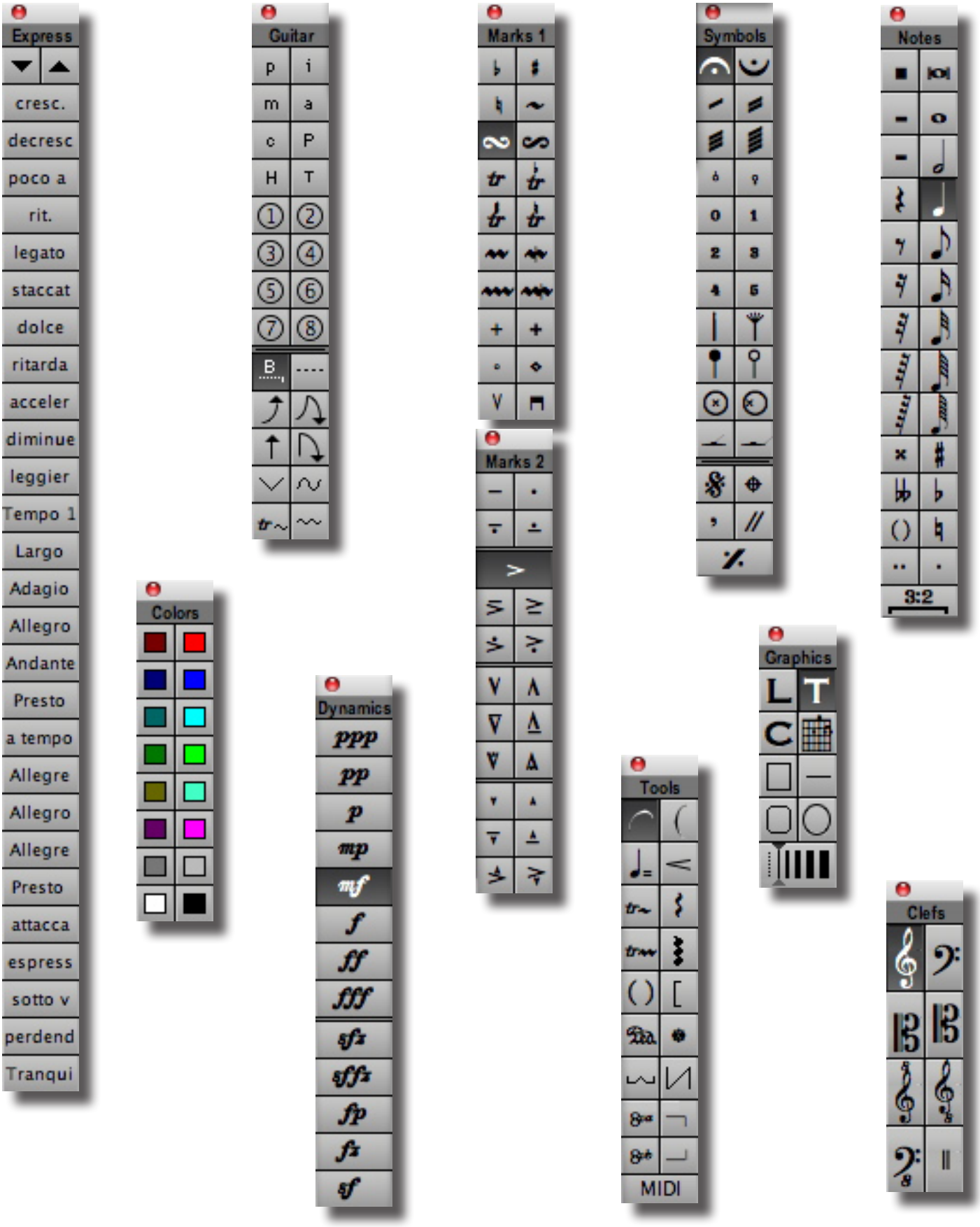
New Score Wizard

1. Open **Applications>Encore**
2. Encore will open and show a blank score
3. Go to Edit>New Score
4. Pick the template or just specify the number of staves, systems, systems per page, measures per system and Transposed or C score
5. Click Create, then open Wizard Windows
6. The Wizard will take you through all the menus needed to create the score
7. To skip the Wizard and go straight to the score, follow steps 1-4 then click **Create**

New Score menu



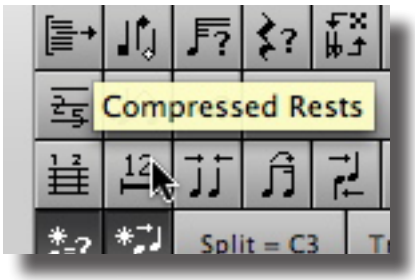
The Tool Pallets



Score Window Toolbar

Floating Customizable Toolbar

Help Tips on Every Button and Dialog



Key Cap Chart

Shortcuts for Mac

File Menu

New	[⌘]+[N]
Open	[⌘]+[O]
Close	[⌘]+[W]
Save	[⌘]+[S]
Save as	[⌘]+[⇧]+[S]
Revert To Saved	[⌘]+[R]
Print/Print Selection	[⌘]+[P]
Quit	[⌘]+[Q]

Edit Menu

Undo	[⌘]+[Z]
Cut	[⌘]+[X]
Copy	[⌘]+[C]
Paste	[⌘]+[V]
Select All	[⌘]+[A]
Nudge Left	[⌘]+[[ ]
Nudge Right	[⌘]+[ ]]
Nudge Up	[⌘]+[=]
Nudge Down	[⌘]+[-]

Notes Menu

Note Attributes	[⌘]+[I]
Set note to voice *n**	[⌘]+[*n*]
Enharmonic	[⌘]+[E]
Stem Up	[⌘]+[U]
Stem Down	[⌘]+[D]
Add Mark	[Ctrl]+[.]
Remove Mark	[Ctrl]+[⇧]+[.]
Tie Notes	[⌘]+[T]
Flip Tie Direction	[⌘]+[⇧]+[T]
Slur Notes (above)	[⌘]+[L]
Slur Notes (below)	[⌘]+[⇧]+[L]
Beam Group	[⌘]+[⇧]+[B]
Beam On Beat	[⌘]+[B]
Flatten Beam	[⌘]+[⇧]+[F]
Change Pitch	[Ctrl]+[X]
Change Duration	[Ctrl]+[D]
Change Velocity	[Ctrl]+[V]
Make Chord	[Ctrl]+[C]
Make Grace/Cue	[Ctrl]+[G]
Make Tablature	[Ctrl]+[Z]
Guess Durations	[⌘]+[G]
Raise Pitch	[⌘]+[+]
Lower Pitch	[⌘]+[-]

*The variable *n* represents a number from 1 to 8.

Measures Menu

Add Measure	[Ctrl]+[M]
Delete Measure	[Ctrl]+[⇧]+[M]
Tempo	[Ctrl]+[Q]
Time Signature	[Ctrl]+[T]
Key Signature	[Ctrl]+[K]
Barline Type	[Ctrl]+[B]
Endings	[Ctrl]+[E]
Coda Phrases	[Ctrl]+[A]
Measure Numbers	[Ctrl]+[N]
Compress Rests	[Ctrl]+[R]
Align Spacing	[⌘]+[J]
Align Playback	[Ctrl]+ [J]
Swing Playback	[Ctrl]+[⇧]+ [J]
Bypass AutoSpace - Barline	[Ctrl]+Drag
Bypass AutoSpace - Notes	Click on note and hold then [Ctrl]+Drag
Bypass AutoSpace - Staves	[Ctrl]+Drag

Score Menu

Add Page	[Ctrl]+ [P]
Remove Page	[Ctrl]+[⇧] [P]
Add Staff	[Ctrl]+ [S]
Delete Staff	[Ctrl]+[⇧] [S]
Split Staff	[Ctrl]+ [F]
Tab Staff	[Ctrl]+ [3]
Drum Map	[Ctrl]+ [=]
Connect Staves	[Ctrl]+ [[ ]
Center Staves	[Ctrl]+ [⇧]+[U]
Center Systems	[Ctrl]+ [U]
Systems per Page	[Ctrl]+ [Y]
Measures per System	[Ctrl]+ [W]
One Less Measure on System	[[ ]
One More Measure on System	[ ]]
Text Elements	[Ctrl]+ [H]
MIDI Device/Instrument	[Ctrl]+ [I]
MIDI Playback	[Ctrl]+ [L]

View Menu

Show/Hide	[⌘]+[;]
Show/Hide Control Points	[⌘]+[']
Linear View	[⌘]+[Y]

Floating Windows	[⌘]+[K]

Windows Menu

Staff Sheet	[⌘]+[/]

Setup Menu

Click On/Off	[⌘]+[F]

Score Window Toolbar

Note: For the voice commands, press the [V] key followed immediately by the indicated letter or number; do not press both keys at once. The variable *n* represents a voice number from 1 to 8.

Show all voices	[V], [A] or [V], [-]
Show voice *n*	[V], [*n*]
Arrow Tool	[A or P] Toggle or [Esc]
Eraser Tool	[E]
Pencil Tool	[P or A] Toggle
Record	[Enter]
Play	[Space Bar]
Stop	[Space Bar]
Jump To Measure	[M]
Zoom In	[Z]
Zoom Out	[⇧]+[Z]

Notes Palette

Double whole note	[0]
Whole note	[1]
Half note	[2]
Quarter note	[3]
Eighth note	[4]
Sixteenth note	[5]
32nd note	[6]
64th note	[7]
128th note	[8]
Change note value without MIDI change	[⇧]+[*n*]
Rest	[R]
Sharp	[S]
Double sharp	[⇧]+[S]
Flat	[F]
Double flat	[⇧]+[F]
Natural	[N]
Courtesy Accidental	[⇧]+[N]
Cautionary Accidental	[Opt] while adding
Dot	[D]
Double dot	[⇧]+[D]
Tuplet	[T]
Close All Other Palettes	[Opt] Close

Layout

Flow measures out of system	[
Flow measures into system	]
'Stretch notes in a measure	[Ctrl]+Drag
Adjust position of all subsequent staves/systems	[Ctrl]+drag
Move all Endings	[Opt]+ drag

Lyric Entry

Hyphen between notes	[-]
Hyphen within lyric word	[Opt]+[-]
Melisma	[⇧]+[-] (underscore)†
Move to next note	[Space Bar]
Move to tied note	[⇧]+[Space Bar]
Select next lyric	[Tab]
Select previous lyric	[⇧]+[Tab]
Space within lyric	[Ctrl]+[Space Bar]
Reposition all lyric lines in score	[Opt] + drag position arrow

QWERTY Note Entry

QWERTY Mode On/Off	[Q]
Rest	[,]
Dot	[.]
Double Dot	[⇧]+[.]
Tuplet	[/]
Tie notes	[⇧]+[/]

Drums

Toggle current drum on/off	[Tab]

Percussion note head pop-up: Hold [Ctrl] when using the mouse to enter a note in a mapped percussion staff to see a pop-up menu of the head types available for that staff position.

Select Drum	[Opt] while adding note

Note Selection

Select note	[⇪]+Click
Select note to the L/R of cursor	[⌘] + [L/R Arrow]
Add L/R note to Selection	[⌘]+[⇪]+[L/R Arrow]
Select L/R Measure's notes	[⌘] + [Opt]+[L/R Arrow]
Adds L/R measure's notes to selection	[⌘]+[⇪]+ [Opt]+[L/R Arrow]
Set corners of Selection Region	[⇪]+Click

Tools

Draw "3-Point" Slur	Slur tool+ [⇪]
Flip Hairpin	[⇪] during draw or drag
Right Thumb Bracket	[⇪] during draw or drag
Place Mark Below	[Opt]+ Click
Place Mark Above	[Opt]+ [⌘]+ Click

Chord Dialog

Major	[M]
Minor	[m]
Aug	[+/=]
Dim	[o](letter)
7th	[7]
Maj 7th	[&]
9th	[9]
11th	[1]
5	[5]
6	[6]
Root	[a-g
Bass root	[A-G
Sharp root	3
Flat root	4
Sharp bass root	#
Flat bass root	$

Miscellaneous

Move Cursor to first measure	[home] or [return]
Move Cursor to last measure	[end]
Scroll by page	[page up/ page down]
Move Cursor directionally	[Arrows]
Move directionally in MIDI and Drum Maps	[Arrows]
Delete note to left of Cursor or selection	[Delete]
Reposition window with bringing to front	Click on window title bar +[⌘]
Auditioning notes:	Click on staff + [⌘]
Note name	Click on note + [⌘]
MIDI Velocity setting	Click on note +[⌘]+[⇪]
Other solo tracks off	[Opt] while selecting
Move Slur/Bend/Release as a unit	[⇪]+Drag
Accidental Spacing:	Click on note +[⇪] while in sharp or flat tool
Marks Spacing:	Click on note +[⇪] while in mark tool
Align Spacing Use Previous Settings	[⌘] +[⇪]+J
Add Chord Options while Chord Parsing	[Opt]
Copying notes/rests/graphic objects:	[Opt] and drag with arrow tool.

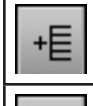
Step-entering tied notes: Enter a note from your MIDI controller, press [⇪]+[T], and then enter another note of the same pitch.

Toolbar Icons

	New File
	Open File
	Save
	Print
	Undo
	Cut
	Paste
	Clear
	Select All
	Nudge Left
	Nudge Right
	Nudge Right
	Nudge Up
	Nudge Down
	Revert to Saved
	Extract Part

	Note Attributes
	Beam Attributes
	Rest Attributes
	Enharmonics
	Accidentals to Sharps
	Accidentals to Flats
	Stems Up
	Stems Down
	Stems Normal
	Tie Notes
	Slur Notes
	Beam Group
	Beam on Beat
	Sub Group Beam
	Transpose Pitch
	Change Duration

	Change Velocity
	Make Chord
	Make Grace/Cue
	Make Tab
	Revert to Raw
	Guess Durations
	Font Selection
	Font Size
	Font Bold
	Font Italic
	Font Underlined
	Font Outlined
	Font Shadow
	Align Text Left
	Center Text
	Align Right

	Add Measure
	Delete Measure
	Tempo
	Time Signature
	Key Signature
	Barline Type
	Endings
	Coda Phrases
	Measure Numbers
	Compress Rests
	Align Playback
	Swing Playback
	Align Spacing
	Text Elements
	Add Page
	Delete Page
	Add Staff
	Remove Staff

	Split Staff
	Connect Staves
	Center Staves
	Center Systems
	Measures per System
	Systems per Page
	Show/Hide
	Show Staff
	Hide Staff
	Linear View
	Click on/off
	Follow Playback
	Auto Guess and-Beam
	Auto Space
	Staff Split Point
	Transcription Value
	Redraw Screen
	Gvox Online Support
	Handwritten Style

	Add Mark
	Remove Mark
	Flatten Beam
	Page Setup
	Show Control Points

Key Cap Chart

Shortcuts for Windows

File Menu

New	[Ctrl]+[N]
New Default Score	[Ctrl]+ [⇧]+[N]
Open	[Ctrl]+[O]
Close	[Ctrl]+[W]
Save	[Ctrl]+[S]
Save as	[Ctrl]+[⇧]+[S]
Revert To Saved	[Ctrl]+[R]
Print/Print Selection	[Ctrl]+[P]
Page Setup	[Ctrl]+[⇧]+[P]
Exit	[Alt]+[F4]

Edit Menu

Undo	[Alt]+BkSp] or [Ctrl]+[Z]
Cut	[⇧] +[Del] or [Ctrl]+[X]
Copy	[Ctrl]+[Ins] or [Ctrl]+[C]
Paste	[⇧] + [Ins] or [Ctrl]+[V]
Clear	[Del]
Select All	[Ctrl]+[A]
Nudge Left	[Ctrl]+[[ ]
Nudge Right	[Ctrl]+[ ]]
Nudge Up	[Ctrl]+[⇧] +[ ]]
Nudge Down	[Ctrl]+[⇧] +[[ ]

Notes Menu

Note Attributes	[Ctrl]+[I]
Set note to voice *n**	[Ctrl]+[*n*]
Enharmonic	[Ctrl]+[E]
Stem Up	[Ctrl]+[U]
Stem Down	[Ctrl]+[D]
Add Mark	[Ctrl]+[9]
Remove Mark	[Ctrl]+[⇧]+[9]
Tie Notes	[Ctrl]+[T]
Flip Tie Direction	[Ctrl]+[⇧]+[T]
Slur Notes (above)	[Ctrl]+[L]
Slur Notes (below)	[Ctrl]+[⇧]+[L]
Beam Group	[Ctrl]+[M] or [Ctrl]+[⇧]+[B]
Beam On Beat	[Ctrl]+[B]
Flatten Beam	[Ctrl]+[⇧]+[F]
Change Pitch/Transpose	[Ctrl]+[Alt]+[X]
Change Duration	[Ctrl]+[Alt]+[D]
Change Velocity	[⇧]+[right click] or [Ctrl]+[Alt]+[V]
Make Chord	[Ctrl]+[Alt]+[C]
Make Grace/Cue	[Ctrl]+[Alt]+[G]
Make Tablature	[Ctrl]+[Alt]+[Z]
Guess Durations	[Ctrl]+[G]
Raise Pitch by half step	[Ctrl]+[+]
Lower Pitch by half step	[Ctrl]+[-]
Raise Pitch by octave	[Ctrl]+ [⇧]+[+]
Lower Pitch by octave	[Ctrl]+ [⇧]+[-]

*The variable *n* represents a number from 1 to 8.

Measures Menu

Add Measure	[Ctrl]+[Alt]+[M]
Delete Measure	[Ctrl]+[Alt]+[⇧]+[M]
Tempo	[Ctrl]+[Alt]+[Q]
Time Signature	[Ctrl]+[Alt]+[T]
Key Signature	[Ctrl]+[Alt]+[K]
Barline Type	[Ctrl]+[Alt]+[B]
Endings	[Ctrl]+[Alt]+[E]
Coda Phrases	[Ctrl]+[Alt]+[A]
Measure Numbers	[Ctrl]+[Alt]+[N]
Compress Rests	[Ctrl]+[Alt]+[R]
Align Spacing	[Ctrl]+[J]
Align Playback	[Ctrl]+[Alt]+ [J]
Swing Playback	[Ctrl]+[Alt]+[⇧]+ [J]
Bypass AutoSpace - Barline	[Alt]+Drag
Bypass AutoSpace - Notes	Click on note and hold then [Alt]+Drag
Bypass AutoSpace - Staves	[Alt]+Drag

Score Menu

Add Page	[Ctrl]+[Alt]+ [P]
Remove Page	[Ctrl]+[Alt]+[⇧]+[P]
Add Staff	[Ctrl]+[Alt]+[S]
Delete Staff	[Ctrl]+[Alt]+[⇧]+[S]
Split Staff	[Ctrl]+[Alt]+[F]
Tab Staff	[Ctrl]+[Alt]+ [3]
Drum Map	[Ctrl]+[Alt]+[=]
Connect Staves	[Alt]+ [[ ]
Center Staves	[Ctrl]+[Alt]+ [⇧]+[U]
Center Systems	[Ctrl]+[Alt]+ [U]
Systems per Page	[Ctrl]+[Alt]+ [Y]
Measures per System	[Ctrl]+[Alt]+ [W]
One Less Measure on System	[[ ]
One More Measure on System	[ ]]
Text Elements	[Ctrl]+[Alt]+ [H]

MIDI Device/Instrument	[Ctrl]+[Alt]+ [I]
MIDI Playback	[Ctrl]+[Alt]+ [L]
Open VST Player	[Alt]+[V]

View Menu

Show/Hide	[Ctrl]+[H]
Show/Hide Control Points	[Ctrl]+[']
Linear View	[Ctrl]+[Y]
Floating Windows	[Alt]+[K]

Windows Menu

Palettes:

Notes	[Alt]+ [⇧]+[N]
Clefs	[Alt]+ [⇧]+[C]
Graphics	[Alt]+ [⇧]+[L]
Tools	[Alt]+ [⇧]+[T]
Dynamics	[Alt]+ [⇧]+[D]
Marks 1	[Alt]+ [⇧]+[M]
Marks 2	[Alt]+ [⇧]+[.]
Symbols	[Alt]+ [⇧]+[S]
Guitar	[Alt]+ [⇧]+[G]
Expressions	[Alt]+ [⇧]+[E]
Color	[Alt]+ [⇧]+[O]
Staff Sheet	[Ctrl]+[/]
Keyboard	[Ctrl]+[K]
Tempo	[Ctrl]+[0]
Toolbar	[Ctrl]+[Q]
Tile	[⇧]+[F4]
Cascade	[⇧]+[F5]

Setup Menu

Click On/Off	[Ctrl]+[F]
Auto Guess/Beam	[Ctrl]+[⇧]+[G]
Auto Space	[Ctrl]+[⇧]+[A]

Score Window Toolbar

Note: For the voice commands, press the [V] key followed immediately by the indicated letter or number; do not press both keys at once. The variable *n* represents a voice number from 1 to 8.

Show all voices	[V], [A] or [V], [-]
Show voice *n*	[V], [*n*]
Arrow Tool	[A or P] Toggle or [Esc]
Eraser Tool	[E]
Pencil Tool	[P or A] Toggle
Record	[Enter] (if option is enabled)
Play	[Space Bar]
Stop	[Space Bar]
Jump To Measure	[M]
Zoom In	[Z] + [Click]
Zoom Out	[Z]
Magnify Zoom In	[⇧]+[Z]+ [Click]
Go to Page	Click Page Number Icon
Go to Page without scrolling to top	[⇧]+Click Page Number Icon

Notes Palette

Double whole note	[0]
Whole note	[1]
Half note	[2]
Quarter note	[3]
Eighth note	[4]
Sixteenth note	[5]
32nd note	[6]
64th note	[7]
128th note	[8]
Change note value without MIDI change	[⇧]+[*n*]
Rest	[R]
Sharp	[S]
Double sharp	[⇧]+[S]
Flat	[F]
Double flat	[⇧]+[F]
Natural	[N]
Cautionary Accidental	[Ctrl] while adding
Dot	[D]
Double dot	[⇧]+[D]
Tuplet	[T]

Layout

Flow measures out of system	[
Flow measures into system	]
'Stretch notes in a measure	[Ctrl]+Drag w/Right-Click
Adjust position of all subsequent staves/systems	[Ctrl]+ drag

Lyric Entry

Hyphen between notes	[-]
Hyphen within lyric word	[Ctrl]+[-]

Melisma	[⇧]+[-] (underscore)†
Move to next note	[Space Bar] or [-]
Move to tied note	[⇧]+[Space Bar]
Select next lyric	[Tab]
Select previous lyric	[⇧]+[Tab]
Space within lyric	[Ctrl]+[Space Bar]
Reposition all lyric lines in score	[Ctrl] + drag position arrow

QWERTY Note Entry

QWERTY Mode On/Off	[Q]
Rest	[,]
Dot	[.]
Double Dot	[⇧]+[.]
Tuplet	[/]
Tie notes	[⇧]+[/]

Drums

Percussion note head pop-up: Hold [Ctrl] when using the mouse to enter a note in a mapped percussion staff to see a pop-up menu of the head types available for that staff position.

Note Selection

Select note	[⇧]+Click
Set corners of Selection Region	[⇧]+Click

Tools

Draw "3-Point" Slur	Slur tool+ [⇧]
Flip Hairpin	[⇧] during draw or drag
Right Bracket	[⇧] during draw or drag
Place Mark Below	[Ctrl]+ Click
Place Mark Above	[Alt]+ [Ctrl]+ Click

Chord Dialog

Major	[M]
Minor	[m]
Aug	[+/=]
Dim	[o](letter)
7th	[7]
Maj 7th	[&]
9th	[9]
11th	[1]
5	[5]
6	[6]
Root	[a-g
Bass root	[A-G
Sharp root	3
Flat root	4
Sharp bass root	#
Flat bass root	$

Miscellaneous

Move Cursor to first measure	[home]
Move Cursor to last measure	[end]
Scroll by page	[page up/ page down]
Move to Previous Page	[Crtl]+[page up]
Move to Next Page	[Crtl]+[page down]
Move Cursor directionally by measure	[Arrows]
Move directionally in MIDI and Drum Maps	[Arrows]
Delete note to left of Cursor or selection	[Delete]
Auditioning notes:	Right Click on staff
Note name	Right Click on staff
Other solo tracks off	[Crtl] while selecting
Move Slur/Bend/Release as a unit	[⇧]+Drag
Accidental Spacing:	Click on note +[⇧] while in sharp or flat tool
Marks Spacing:	Click on note +[⇧] while in mark tool
Align Spacing Use Previous Settings	[Ctrl] +[⇧]+J
Add Chord Options while Chord Parsing	[Opt]
Copying notes/rests/graphic objects:	[Ctrl] and drag with arrow tool.

Step-entering tied notes: Enter a note from your MIDI controller, press [⇧]+[T], and then enter another note of the same pitch.