# Introduction to capella 8

Dear user,

in eleven steps the following course makes you familiar with the basic functions of capella 8.

This introduction addresses users who now start to work with capella and have no experience with our notation software.

We deliberately kept this course short so that you can start your own music projects as quickly as possible. We recommend to print out the small course and to work through it page by page.

Wherever macOS commands differ from Windows commands, we have set them in brackets.

When you start capella you will see the start screen. Here, you can start a new file, open an existing file or example, select from the templates or retrieve related information. When you click on a file in „Recently opened", „Templates" or „Examples", you will see a preview on the right. Doubleclicking the file will open it.
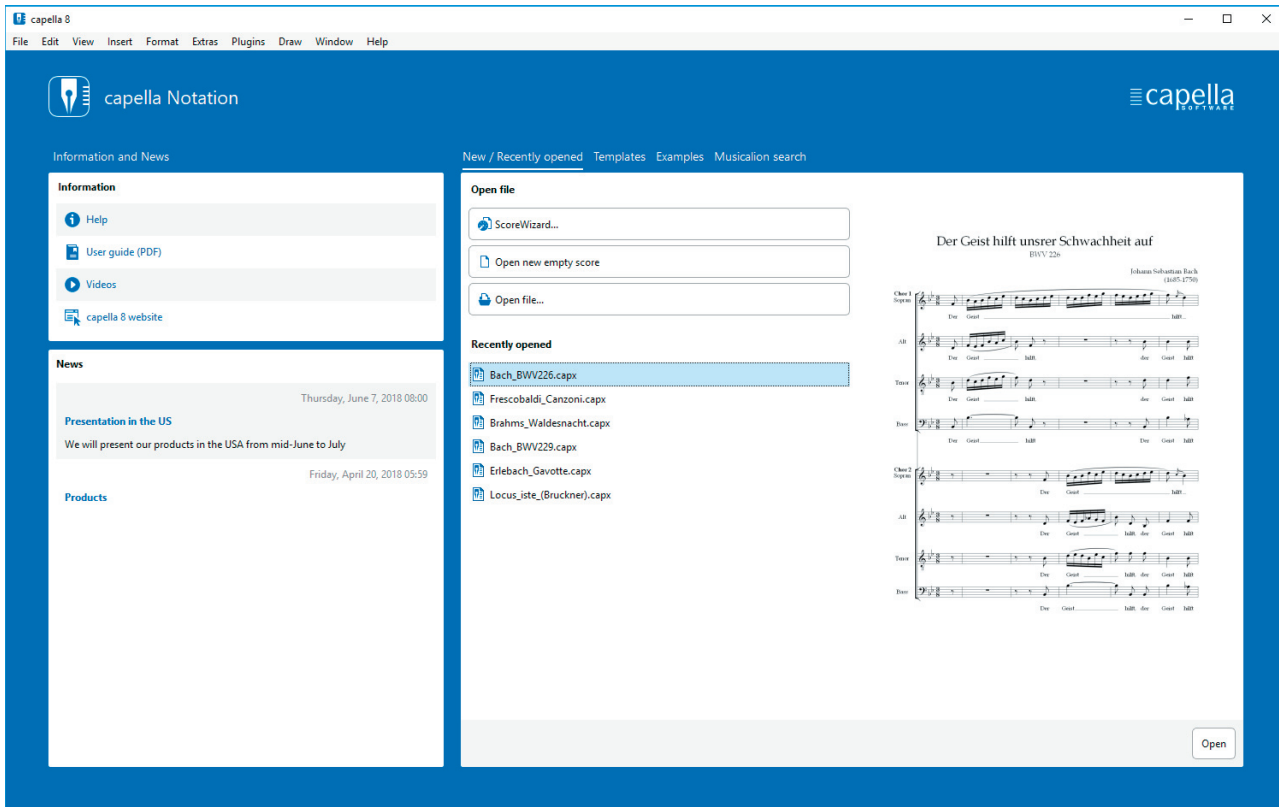
We select „Open new empty score". The program opens with the beginning of a new empty staff and a treble clef.
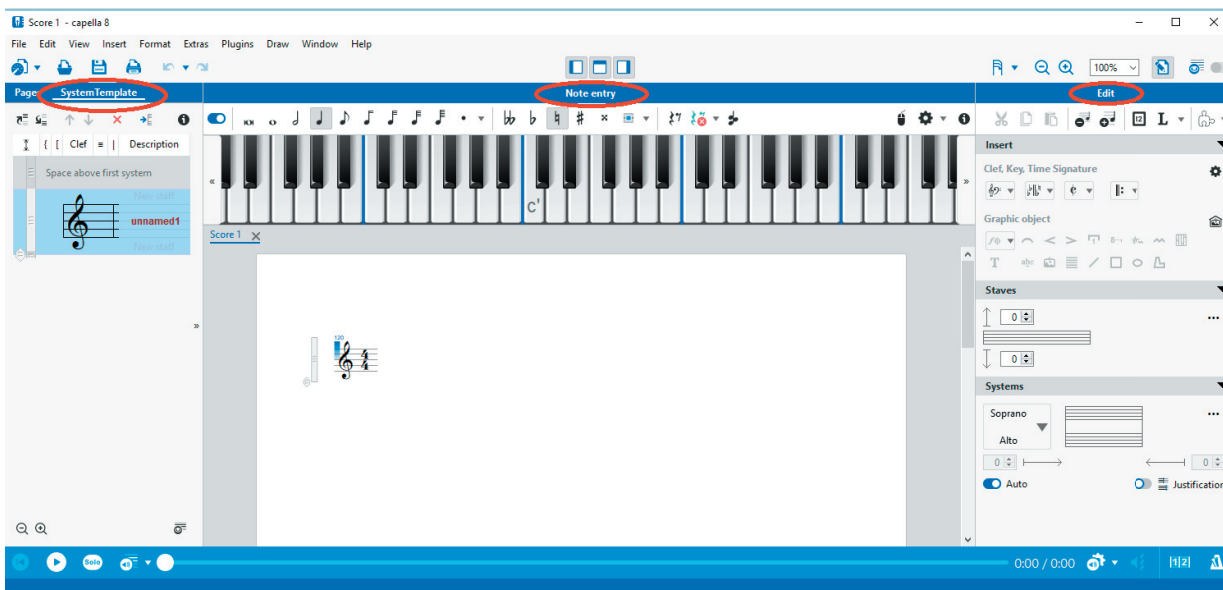
The main window is divided into three sections: The score in the center, the mouse piano above. To the left either SystemTemplate, page navigation or gallery. The Edit area to the right contains all commands for editing of your score. Above note entry you can switch several windows on or off (this can also be done via menu command – View). Menu and symbol bar are positioned above, the playback bar below the main window. Are you content with the notes you entered? Then save the file via File – Save to a folder of your choice.

capella offers several options to enter notes: With the computer keyboard, the mouse piano, a connected MIDI instrument or the mouse. With all entry options you will have to determine note duration and pitch. The note values can either be selected in the field Note entry above the mouse piano or set by clicking on the number keys on your computer keyboard.

1	2	4	8	6
Whole note	Half note	Quarter note	8th note	16th note

We start with note entry via the computer keyboard. Notes are entered by clicking on the letter keys:

| C | D | E | F | G | A | B |

Please enter the following melody. Make sure that when you start the cursor is positioned behind the time signature. capella will remember the note value until you change it (in measure 4). Barlines are set automatically.

Of course you can also enter notes via the mouse piano on the screen.

Line breaks are effected with „Enter" same as in word processing programs. ⏎.

Rests are entered with the space key of your computer keyboard, their length is defined via the number keys same as notes. Please try it out!

You made a typing error? No problem.

As in word processing software, you delete with ⌫ or Del.

You can change note lengths step by step with the arrows „smaller" and „larger". < > . Position the cursor in front of single notes or mark several notes and then change their value.

To change the pitch, position the cursor in front of the corresponding note. With O plus the arrows ↑ ↓ you shift the note diatonically, with P chromatically.

The playback bar with slide control for playback position at the bottom margin of the screen starts and stops playback and offers several setting options.


Are you content with the notes you entered? Then save the file via File – Save to a folder of your choice.

You can also click notes directly into the score with the mouse. This method is to be preferred when you are having difficulties with note names or need to copy notes which are notated in an uncommon clef. This method is also very useful when correcting chords.

In the Note entry bar you will find the icon 🖱 to switch on mouse entry (alternative: F5). Switch on mouse entry when you want to enter notes with the mouse. Switch it off when you want to shift the cursor or mark something. You can shortly switch mouse entry on and off with the ctrl key.

Mouse entry works only when the button top left in the Note entry bar is switched on (🔵).
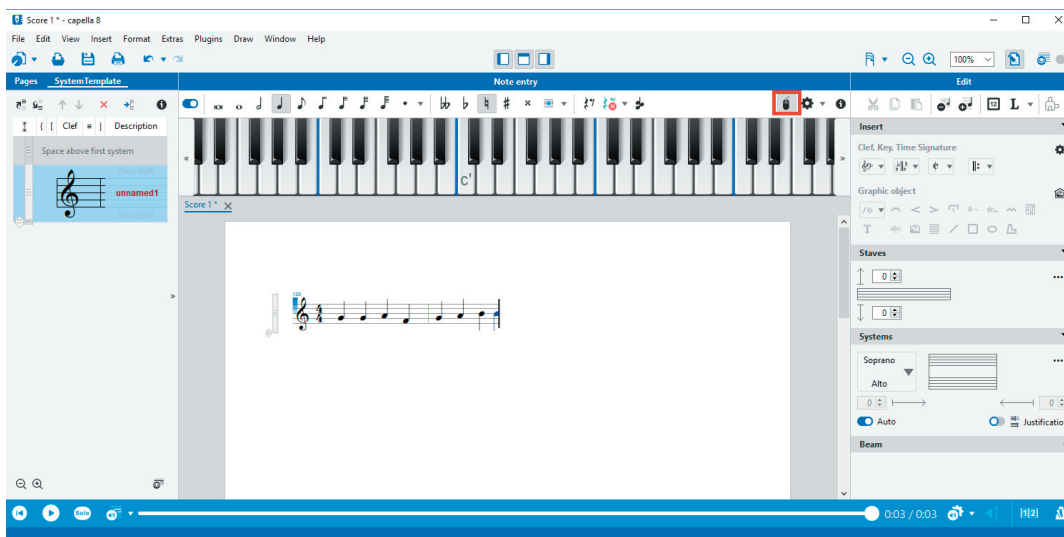
When you move the mouse over the score with switched on mouse entry, then you will see a blue note head and additional information showing you what will happen when you click in this situation: A (+) sign signals adding of a new note (or note head), a (-) sign means deletion. A small arrow informs you that you can shift the pitch of the note head.

Select note value, dottings, accidentals and then click the note into the staff.

If you want to change the pitch, move the cursor over the note head so that the arrows become visible. Now you can move the pitch with pressed down mouse button.
When you are additionally keeping the Alt key pressed down, this will be effected diatonically, otherwise chromatically.

Open a new file (File – New).
The new score is to be written in 3/4 time signature in key signature D major. Make these settings in the Edit area in the tab „Insert".
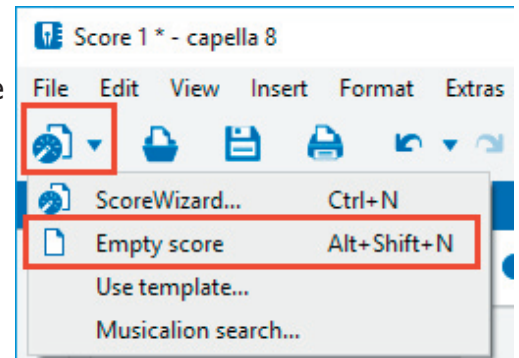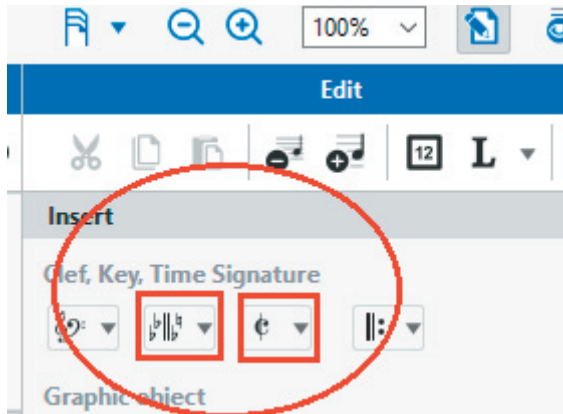
For note entry via the computer keyboard the middle octave is defined as default. Different octaves can be set via the icon in Note entry or function keys. Short term octave changes can be effected with the left (down) and right (up) Shift key.
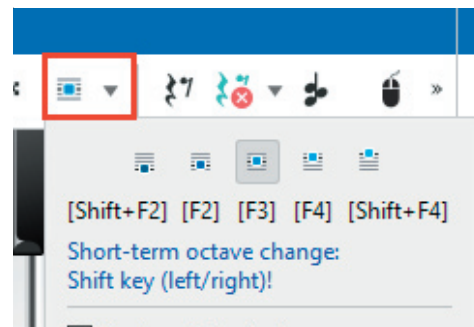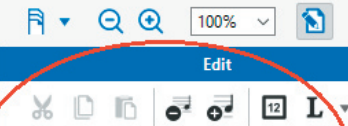
Now enter an a as upbeat to the first note d'. You will have to set the barline after the upbeat note manually as capella assumes a 3/4 time signature. You will find the barline in the Edit area in „Insert". After the manually set barline, capella will continue counting according to the time signature.

Raising and lowering by a semitone is achieved by clicking on + and – before entering the note. capella will set the correct accidentals (♯, ♭ , ♮).

You will realize that capella opens the Edit area context-sensitively. Depending on what you are working at in your score, the Edit area offers sensible functions and settings. All options in the Edit area can also be found in the menu bar top left.

Please create a new score in B flat major and enter the following melody.

As in the previous example: Set the key signature in the Edit area (right). Also select double barlines and other fixed barlines in the Edit area in „Insert".

Dottings: Type a dot before entering a note. There is a little trick to enter several dotted notes with „filling note": When you type a com-ma instead of a dot, then the following note will be dotted and the note after that („filling note") will get half the current value. This way you can easily enter the following example:
Start the note input with the number 8 and the comma for dotting. Then select G for the pitch.

Please remember that you always have to set note value, dotting, accidental etc. before entering the note (letter key).

Please enter the beginning of „Am Brunnen vor dem Tore". Create a new score for it.

Entering triplets: After having entered the eighth notes, mark the three notes (left mouse but-ton, as in word processing software). Via the Edit area – Selection you can directly format the marked notes as triplets. Alternatively you use the keyboard shortcut ctrl + Shift + F5 (mac: cmd + Shift - F5).

Now you set slurs, crescendo and decrescendo: Again mark the note section the symbol is to apply to. In „Selection" in the Edit area you will find the desired symbol. Make sure that really all notes the symbol is to apply to are marked. Then capella will correctly adapt the symbols.

capella inserts these symbols as graphics which you can move and edit. Click on the symbol and select an option offered in the Edit area.

In the previous step you already worked with the Edit area. The Edit area is one of the great innovations in capella 8. It enables you to quickly access all edit options in your score.
In your future work with capella you will find that capella opens the Edit area context-sensitively. Depending on what you are working at in your score (enter notes, edit marked notes, edit a graphic or text object), the Edit area offers all useful tools.
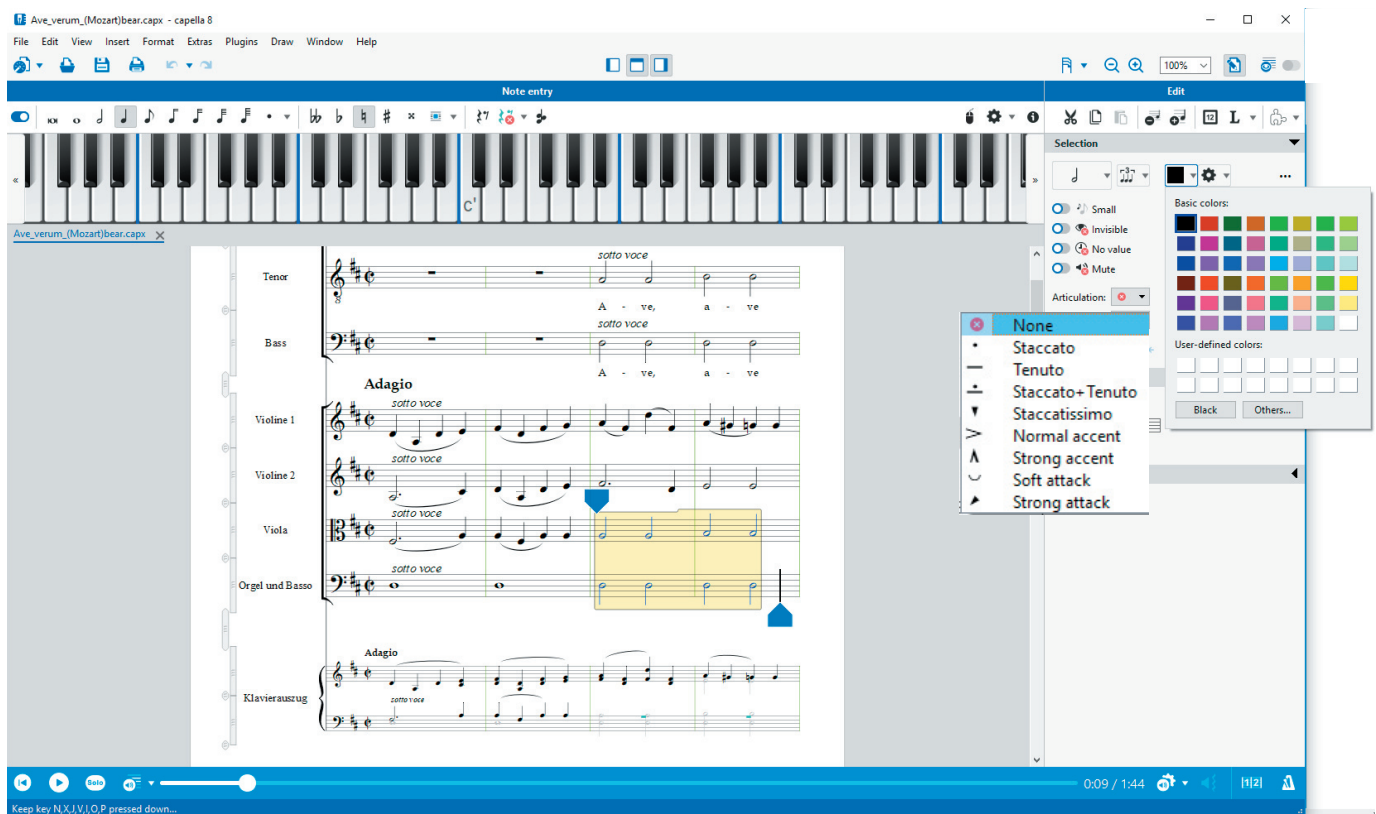
After having marked notes you can for example select a color, a certain articulation, format notes invisible or small (cue notes).

Inserting text, dynamic symbols, clefs, time signature changes and much more is done in the Edit area. Position the cursor and select the appropriate command in the Edit area. Try it out, you will realize how easily and quickly all functions are accessible.

You can reach more options which can not be seen in the Edit area via the context menu (right mouse button), the menu in the program header or via keyboard shortcuts.

In Edit (right) and Insert you can define a different clef. Click on the clef and select the bass clef (or another one).
Now notate the examples on the previous page in the bass clef.

In bass clef as well, the octave must be considered.
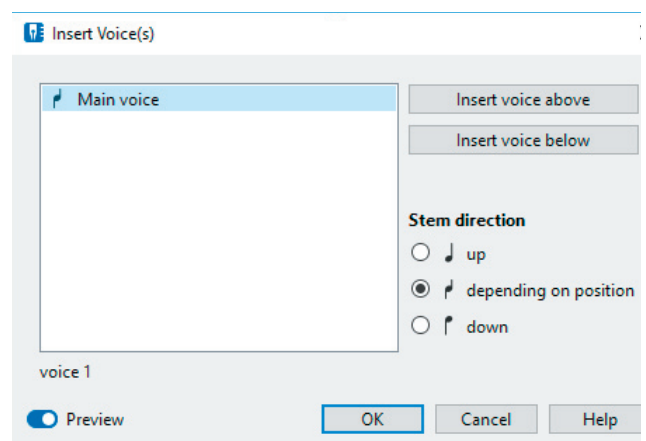Define it here:

[Shift+F2] [F2] [F3] [F4] [Shift+F4]
Short-term octave change:
Shift key (left/right)!
☑ Keyboard shortcut
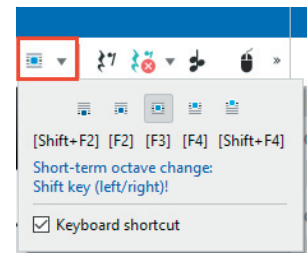
Insert voice: When you want to notate a two-voice staff, you enter one voice first, in our example the upper voice:

In menu Insert – Voice select as position for the second voice „Insert voice below" and confirm the dialog. capella has now prepared the space for a second voice.
When you now move the cursor over the stave, the voice will be displayed.

Now you enter the notes for the lower voice. The stem direction is adapted by capella. For the lower voice as well you will have to enter a fixed barline after the first note.

Insert Voice(s)

♪ Main voice

Insert voice above

Insert voice below

Stem direction
○ ♩ up
◉ ♪ depending on position
○ ♪ down

voice 1

○ Preview   OK   Cancel   Help

You can switch between both voices.
We recommend to always have Work mode switched on via the menu View (symbol bar top right

).
In this view the active voice is displayed in black, the other voice in gray. This makes orientation and note entry more comfortable. When continuing your work with capella you will find that the Work mode yields valuable additional information and promptly displays input errors in the score. For example the triplets at the beginning of Schubert's Lindenbaum are displayed in blue. If possible, always have Work mode switched on.

In the SystemTemplate you can define all basic settings for you score: Number of staves, clef, time signature, staff size, instrument names, sounds, spacings between staves and much more. Open the SystemTemplate via Menu –View. Click on the arrows at its right margin to open it completely.
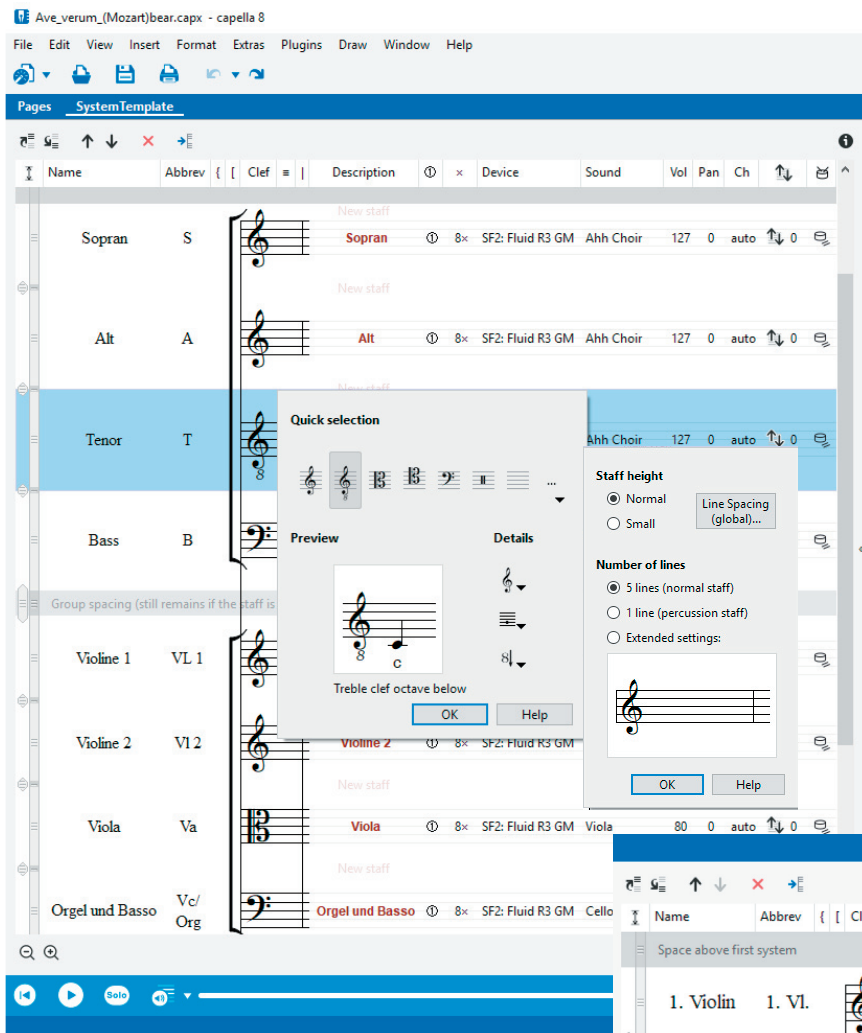

The entire SystemTemplate is now a large, lucid table. In each column and each line you now have access to the corresponding setting. With right mouseclick you open the respective dialog, with doubleclick you can directly make entries.
Now enter name and abbreviation directly into the SystemTemplate, drag spacings and brackets with the mouse.

Please now define all basic settings for a string trio score with two violins and cello.

This is how to proceed:
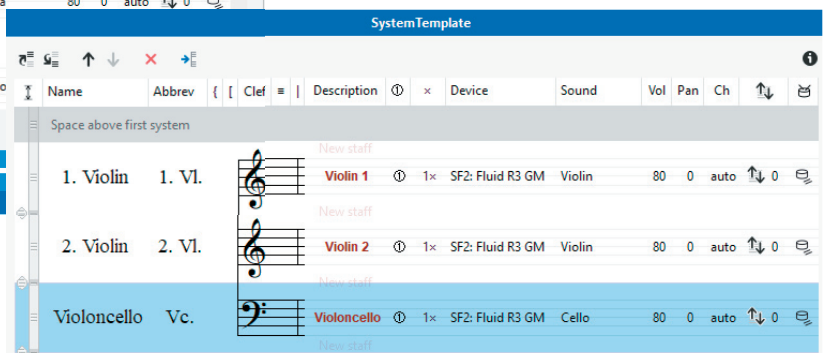
Add two more staves below the existing one:
Define name and sound for all instruments. Write directly in the corresponding line (always below the corresponding symbol in the header). For the third staff you will also have to select the correct clef (right mouseclick on clefs). You can also directly set the square bracket.
For the time being, voices are not displayed in the score. In the header of the SystemTemplate

 , click on "Select all staves" and confirm the dialog. Now, the SystemTemplate staves will be taken over to the score, and you can start entering notes. Please try out all the other SystemTemplate options, chance staff line spacings, distances between systems, staff size, select different sounds etc.
We recommend to always define basis score settings in the SystemTemplate. Of course you can change these settings any time.

With capella you can enter **lyrics** directly below the notes.

O   Tä - ler weit, o   Hö - hen, o   schö-ner grü-ner Wald

Enter notes first.
You will find the fermata in the Edit area in Insert:

For lyrics entry select **L** in the Edit area or press down
Ctrl + L (mac: cmd + L)). The cursor is now positioned below
the notes in lyrics mode. Enter text directly.
When a syllable needs more space than the note does, capella will
automatically adapt notes to the required lyrics space. Move the
cursor to the next note with hyphen and space key.
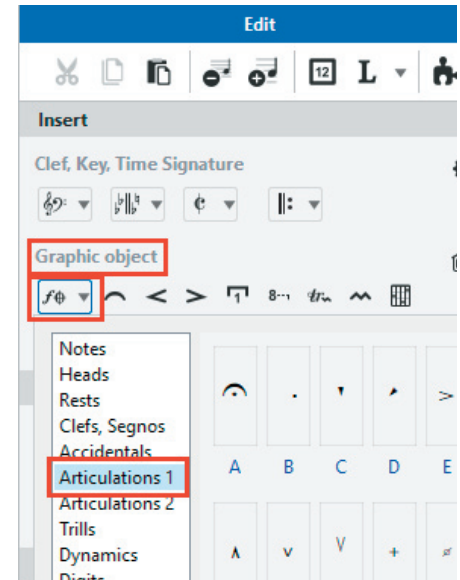
Font, distance to notes or other verses are defined via „Lyrics" in the Edit area. It opens as soon
as you are entering lyrics.
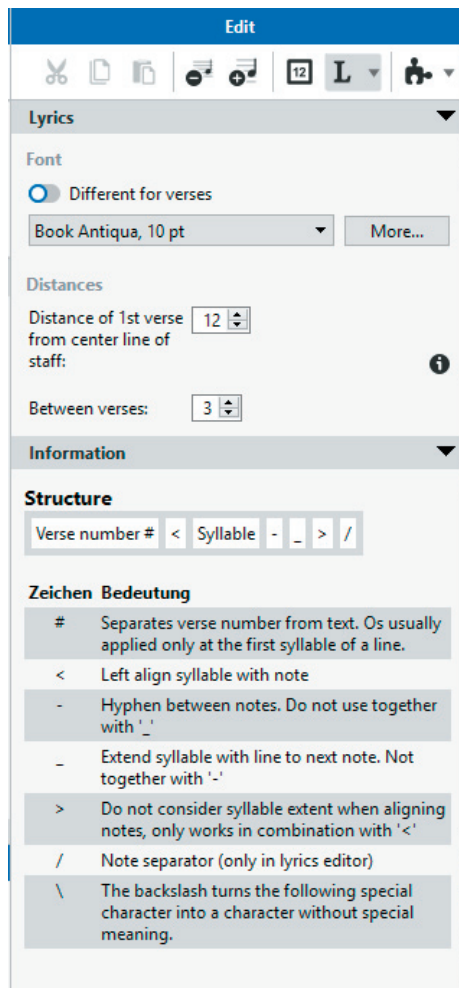
When you want to insert several verses below the notes, then
you will have to enlarge the distance between staves. Do so in
the SystemTemplate.

For corrections, finetuning and more extensive editing open
the lyrics editor:

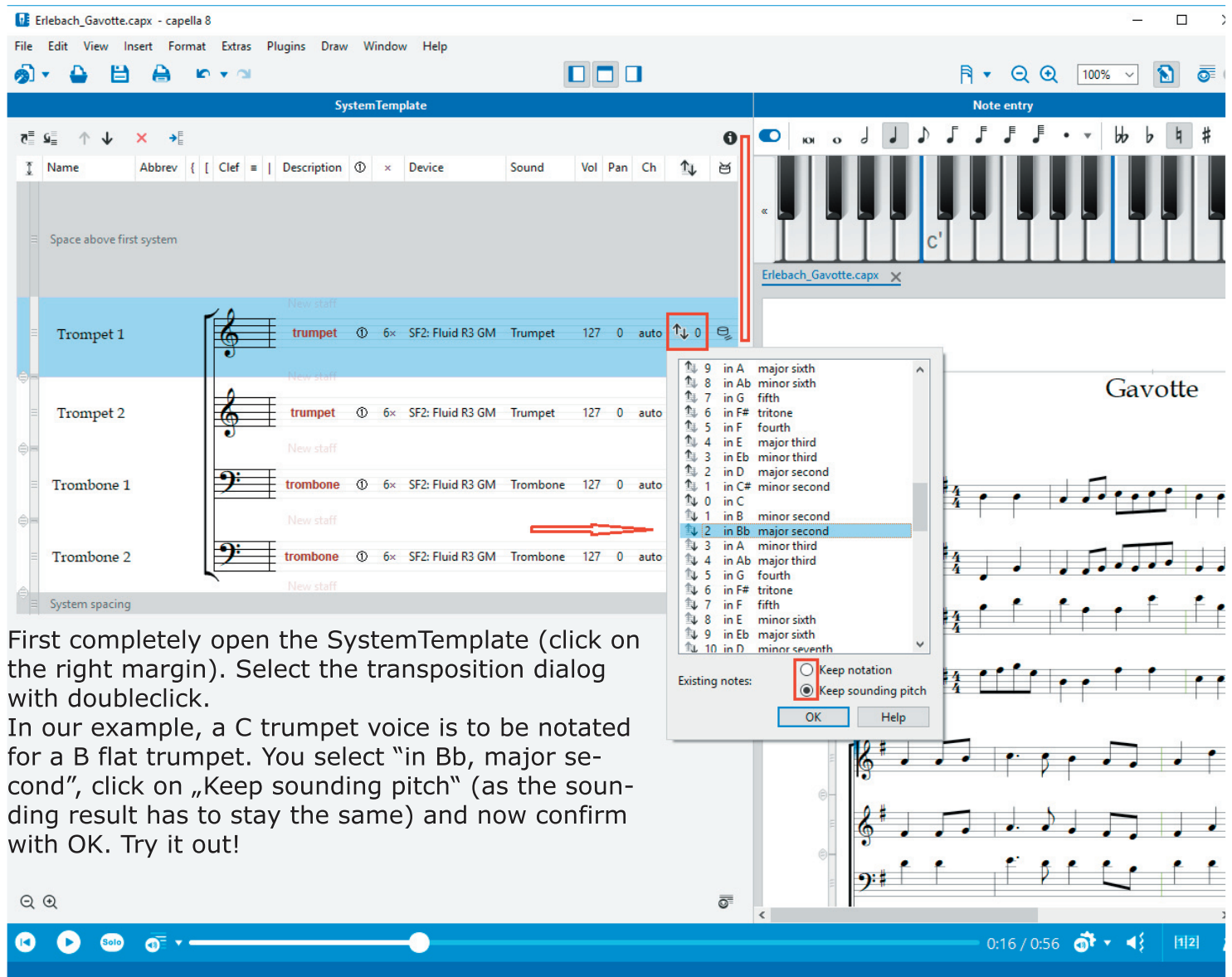| Zeichen	Bedeutung
#	Separates verse number from text. Os usually applied only at the first syllable of a line.
<	Left align syllable with note
-	Hyphen between notes. Do not use together with '_'
_	Extend syllable with line to next note. Not together with '-'
>	Do not consider syllable extent when aligning notes, only works in combination with '<'
/	Note separator (only in lyrics editor)
\	The backslash turns the following special character into a character without special meaning.

The ScoreWizard offers a very comfortable way of creating score templates with headings. It does major layout work for you.

Please select File – New – ScoreWizard (⬛ in the symbol bar). Enter title, composer, instruments, key and time signature in the following dialogs. capella will now automatically create a score template using your settings. Try it out!

You can correct settings in the ScoreWizard any time, also change them to your liking via the SystemTemplate.

When you are writing for transposing instruments, you have the option to state directly in the ScoreWizard which instrument it is.
When you need to create an entire score or single voices for transposing instruments afterwards, this is easily done via the SystemTemplate.

First completely open the SystemTemplate (click on the right margin). Select the transposition dialog with doubleclick.
In our example, a C trumpet voice is to be notated for a B flat trumpet. You select "in Bb, major second", click on „Keep sounding pitch" (as the sounding result has to stay the same) and now confirm with OK. Try it out!

Besides lyrics and voice names you are writing text for movement names, titles, playing instructions, composer information and so on. Text is anchored to notes, rests or pages.

In the last example position the cursor in front of the first note b flat (this way the text will be anchored to this note), select **T** (Edit area) and enter the text in the desired font and size.

When you are clicking on the text objects, you can move them. In the Edit range you have further editing options.
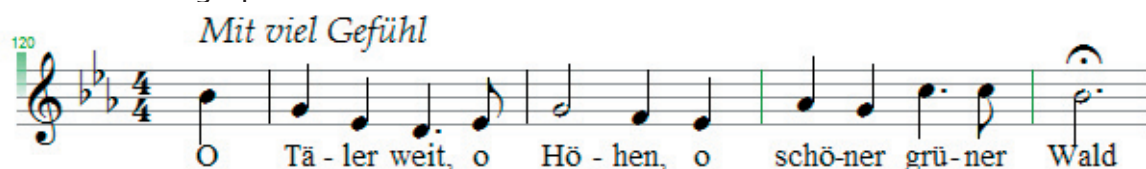
There are many reasons to transpose an entire score or a single voice. To try it out, please load the four-voice „Kommt Ihr G'spielen" by Melchior Franck from the score library on our website. You will find the score in www.capella-software.com/us/index.cfm/download/digital-score-library/our-capella-scores/mixed-choir-a-cappella/.

You can transpose the entire score, single voices, systems, staves. Mark the section to be transposed, either with the mouse or via the menu Edit – Mark (in the program header). Via the Edit area open the dialog: Selection -

Transpose the Franck score from D major to F major.
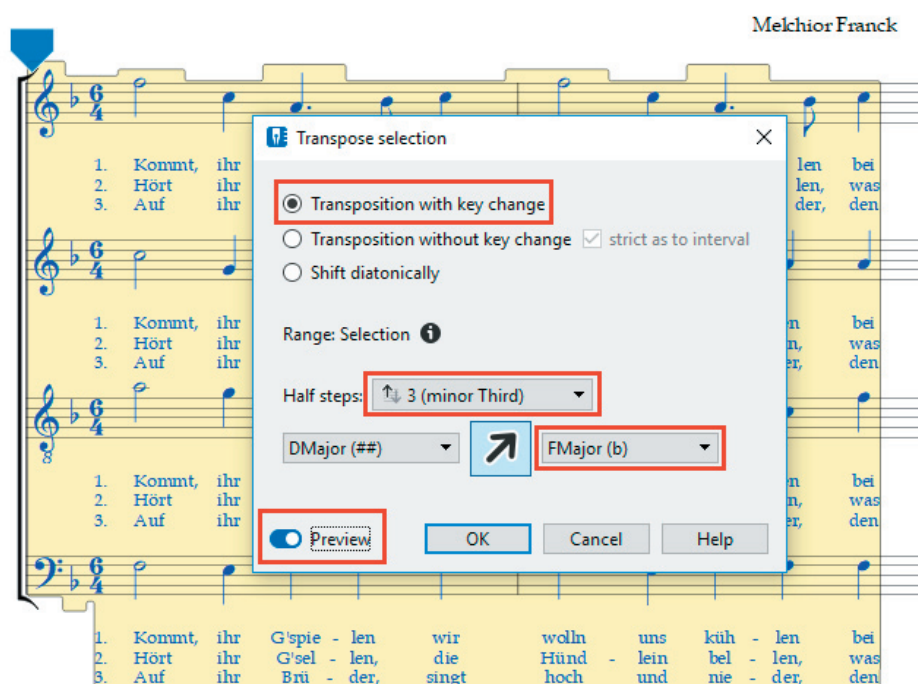
At first you will have to determine the way of transposition. In most cases this will be "Transposition with key change".
State the extent of transposition either via the interval (minor Third, three half steps) or by entering the target key. When you activate the preview function, then you can directly see if the transposition was done as desired. If this is so, confirm with OK.

Page numbers help with orientation especially in large scores. Page numbers are entered as text being anchored to the page. Position the cursor in front of the gray square at the top left page margin and select Plain text **T** :

After having entered the hash (placeholder) you determine on which pages a page number is to appear. capella automatically provides pages with the correct numbers.
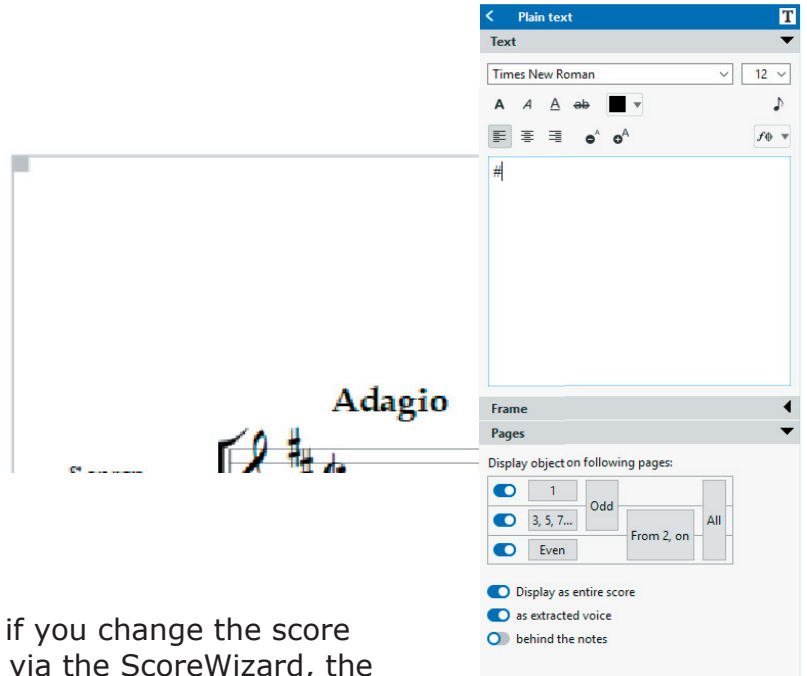
You should also anchor **titles** to the page.
This way they will keep their position even if you change the score layout later on. When you create the score via the ScoreWizard, the title will be automatically anchored to the page.
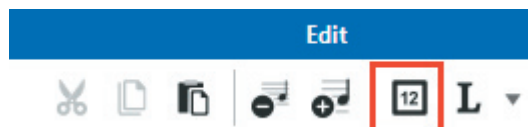
Bar numbers also serve as orientation. Set bar numbers via the Edit area.

In capella, the line break is effected with the Enter key. This way very irregularly filled staves may occur. In order to obtain a left and right justified score view, mark the section to be edited and select   Justification .

When you select justification right at the beginning, capella will align staves correctly. Try it out with the Franck score.

no justification

justification

Open a new score. In order to notate chords please switch to chord mode via the icon in the Note entry bar ♪ . Please enter the following chords:

You start by entering all notes of the first chord (please observe the different octaves) and then move on with the key [→] to enter the next chord. If you want to delete a single chord note, simply enter it again, and it will be deleted.

Please note: Even though these chords sound polyphonic (three voices), with regard to notation this is only one voice.

Maybe the Melchior Franck vocal score is still open? Enter dynamic symbols, fermata and other playing instructions. capella will set the symbols according to the provisions of notation.

Music symbols (dynamics, articulation, trills etc.) can be found in the Edit area in Insert. Of course you can click on the set symbols (graphics), move them or edit them via the context menu.

After having clicked on the symbol, the red dot displays anchoring. Make sure that a symbol is correctly anchored to the note it belongs to. Marked graphic objects can be deleted with [Del] just like all other graphic objects.

capella differentiates between slurs and ties. They look almost same. The slur demands tied playing whereas the tie requests that the two notes sound as one.

You can create ties with following note by clicking on [=], if needed enter a different note value first. Ties are fixed to the notes and will be deleted when deleting one of the notes.

Notes with beams can be grouped in unities of different size. General settings are defined in Systems (via the Edit area or menu Format – Systems –General).

After having placed the cursor at the desired position or after having marked several notes you can define splitting or grouping via the Edit area.

Step 13
Clef change,
key signature change,
time signature change

Sometimes it is necessary to set a clef different to the preselected one. For example, if you want to play the Franck score from a string quartet, the tenor voice for the viola should be notated in alto clef. You can change this in the SystemTemplate, the basic structure of your score.

Completely open the SystemTemplate and mark the tenor voice. Right-mouseclick the clef to change it.

You can overwrite the names (tenor and viola), this can also be done in two lines (ctrl + Enter / mac: cmd + Enter). This input must be confirmed with "Enter".

You can also insert a **clef change** within the score. Via the Edit area, enter a new clef at the desired position.

Time signature and **key signature** changes are edited in the same dialog.

To let capella know how certain input commands are to be executed, you have the option to define certain basic settings in the menu Extras (mac: Menu capella in „Settings"). The "Settings" dialog is the control center for basic settings within capella.
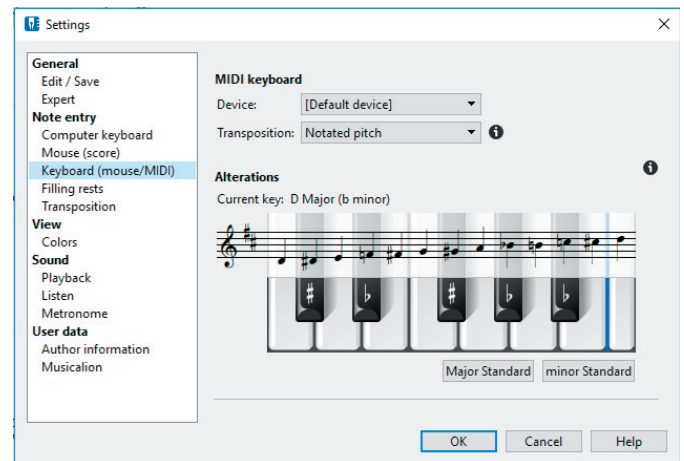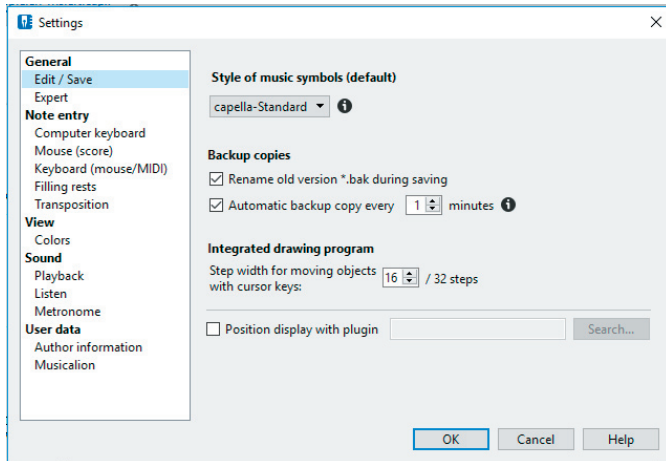
In case capella does not act as it should it is very probable that basic settings have to be adapted in "Settings" to match your requirements. Please take a look at the numerous option in General, Note entry, View and Sound.

Dear user,

you have now learned about capella 8 and its basic functions. During your work with capella you will surely realize that capella offers many more options than previously described.

Enjoy working with your new program!

Your capella-software team