OrganMuse

Instruction Manual

and quick start guide

OrganMuse

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OrganMuse Quick Start

Setup

Your new OrganMuse system is ready to go. Begin by removing the CPU from the shipping container and placing it on the music rack of the organ. The mounting bracket is adjustable, so adjust the bracket so that the monitor screen is located where you would like it to be.

Now, remove the CPU from the music rack and place it face down on a table. Take the power cord and, with the flat side of the plug facing up, plug it into the power jack underneath the CPU.

There are USB jacks both on the side and underneath the CPU. For longer-term installations, use the USB jacks underneath the computer for the interface and the tablet. This will keep the side jacks available for the receiver unit for the wireless mouse and keyboard, and anything else you might wish to plug in temporarily.

Now set the CPU on the music rack and tighten the clamps to secure it. You can now locate the tablet where you prefer it, plug the power cord into the wall and plug the interface into the organ. The interface plugs are labeled – "to midi in" and "to midi out". Connect them accordingly. The interface has 3 small green lights on it. When the system is on and the organ is on, one of the lights will be on, signifying power to the interface, and the middle one will flash when you touch a key on the organ, signifying that there is a signal being received from the organ.

You can now turn on the computer. The power button is on the right side of the monitor near the bottom. The CPU should boot up quickly. When it's ready, touch the OrganMuse icon on the screen (Windows XP requires a double click, so you'll have to double touch the icon) to activate the program.

Using The Program

The program will open in the home page. Here you will find an overview of the program with an explanation of each of the functions.

First on the list is the browse library. This is a "holding tank" for all your music files. There are also "Book" and "My List" functions, which act as rolodexes for organizing your files.

The "Book" function can be used to re-assemble files from larger works, such as the 11 Chorale Preludes of Brahms, or the Faure Requiem, or the Hymnal, for reference purposes.

The "My List" function is your concert list. This is used to assemble the files you want into a concert order. The program has already been set up so that when you begin your concert from the "My List", when you reach the end of each piece, the computer will automatically bring up the next piece on the list. This function can be cancelled in the control panel, if you prefer.

"Recent" shows the last 10 pieces that you had open, for quick access.

"Import" is the function used for adding new files to your system. When you click on this, it will ask you to identify the location and the file you want to import. Once you've done that, the system will begin to import the file in question. If the file is an MCF file, then the file will simply be added to the browse library. If the file is a MusicXML file, then the computer will ask a series of questions regarding the file – what colors you'd like the score to have, library questions like title, composer, dates, etc. – and then you'll be give the chance to choose a thumbnail that will be displayed on the library pages from a button on the lower left corner. Once all this information has been entered, the newly converted MCF file will be added to the browse library.

"Search" will help you to find a piece using a variety of parameters.

"Online Library" will, if the system is connected to the internet, take you to the OrganMuse website, where you will find more music files for purchase and links to publisher websites that have OrganMuse files available.

Please note – **we strongly recommend that you do NOT connect the OrganMuse system to the internet.** The system will be much safer as a closed circuit system, preventing any possibility of adware, spyware or viruses from getting into the system and causing it to crash. We recommend that you use another computer to obtain your music files from the internet and transfer them using whatever media you prefer. If you have any questions regarding this, please call us toll-free at (866)900-6873.

Home Page

Browse – The browse library is a large holding tank for your music files, whereas the "My Book" and "My List" functions are like the card catalogues for the library. You can organize your files on the page in ascending or descending alphabetical order, by composer, work title or number, and set the information to the left side of the page or in the center. You can also set the number of works per page you want to have on your screen (which will determine the amount of scrolling you'll have to do). To boot up the file, simply single click on the title or the thumbnail of the piece you want. The buttons beneath the thumbnail are:

Open – this is another way to open the score you have selected.

Edit – this will allow you to edit the library information for the score that is displayed on the screen.

Delete – you can delete the file, but the program will ask you if you wish to export the file to another location before completely deleting.

Export – this enables you to export the file to another location, such as an external hard drive for storage and backup.

Add To Book – this will add the name of the file to the Book function, so you can reassemble complete works for reference, such as the 11 Chorale Preludes For Organ, or the accompaniments for the Faure Requiem.

Add To List – this will add the name of the piece to the "My List" function, to create a set, concert or service order.

Search – You can search your files for a specific work by filling in the name of the composer, work title, work number, movement number, movement title or user comment. The search program will immediately display the pieces that fit the description.

Book – To create a book, enter the function and fill in a title in the box where you are prompted. The book will be created with the title you have chosen. Then, click on the button labeled "Open". This will open the book. Then click on the button labled "Browse and add". This will open the Browse library and you can choose the file you want to add to the book. When you have chosen the file you wish, click on "add to book". You can then "add next work", "browse and add", "search and add" or "import":

Add next work – this will add another new work to the book.

Browse and add – this will add another piece under the heading of the first piece you added.

Search and add – this will bring up the search engine, and you can find the piece you want using the search engine.

Import – this will bring up the import engine, which will allow you to import an outside file directly into the book.

My List – this is the function where you can set up a set, concert or service order. The procedure is exactly the same as for the Book function, except that "browse and insert" will insert a piece *before* the piece you are looking at, and "browse and add" will add the piece *after* the piece you are looking at. Once you have set up your concert list, when it is time to play the concert, open OrganMuse to the "My List" function and open the first file from there. If you have set up the advance function in the control panel, under "subsequent actions", when you finish the piece you are playing, the computer will automatically bring up the next piece on the list for you.

Recent – this is a list of the most recently viewed scores.

Import – clicking on "Import" will bring up a dialogue box asking for a file to import and the location from which to import it. Identify the file to be imported and click on "open". If the file is a prepared MCF file, then the program will automatically add the file in the proper location in the browse library. If the file is a MusicXML file ready for conversion, the next box will ask for notation color. Choose what you want, then it will ask you for library information. You can edit this information later, from the browse library, if you want. There are options for work title (which will go after the name of the composer in the browse library, if you set it up that way), work number (opus number, which will follow the work title in the browse library), composer (there is a large drop down menu of composers to speed up the process for you), and so on. The information on the work, as contained in the XML file, will be displayed on the right side of the screen, for your reference.

Once you have filled in all the information you want, click OK and it will take you to the next step, which is more information, such as movement information, and choosing a thumbnail for the browse library. Please note – if you want all movements of a piece, such as all 11 pieces from the 11 Chorale Preludes of Brahms, to be displayed together and in numerical order, you must write the title and work number exactly the same way, and use the movement number. If there are more than 10, be sure to use a 0 before the first 9 numbers (01, 02, etc.). Then the program will assemble the pieces together in the browse library.

To choose a thumbnail, click on the box and the first page of music will appear, with a dotted line box. Use the cursor to locate the box where you want it, referencing the upper left corner, then grab the small dot in the middle of the box and pull it down so that the box expands to envelop the area you want to display as a thumbnail. Click on the save icon, and you're ready to import. Click on OK, and you're done.

Online Library – if your system computer is connected to the internet, this will take you to the OrganMuse website, where you can browse through our extensive library of prepared music files.

Using The Toolbar

Once you have opened a music file, the toolbar will help you prepare the file for use. From the left:

A button with a triangle is used to hide the toolbar, for performances or whatever reason.

The *pin button*, when depressed, will keep the toolbar in place. If it not depressed, the toolbar will automatically hide until you mouse over the first button.

The *tempo control button* allows you to set tempos, both for performance and for practice. This is important, because it gives the computer an additional reference point for following you in performance. Before you begin a piece for the first time, set approximate tempos for the entire piece, using the playback mode to check them, which will remain until you change them. The permanent tempo is what you ultimately will play the piece at, and the temporary tempo allows you to set a practice tempo without losing (and forgetting) the permanent tempo. Place the position marker at the beginning of the piece, or where you want the tempo adjustment to begin, then click on the tempo control button. Move the slide to the tempo you want and click apply. You can test the tempo by clicking on play to see if it is the tempo you want. If not, stop the playback and reset the tempo.

The *Open Music button* allows you to find and open a music file. The "Open Score Browser" option will take you to the home page, so you can choose the location from which you'd like to choose the music file. The "Open OrganScore File" option allows you to open an MCF or XML file that isn't in the system, without adding it to the system. This is useful for when you're creating a new file and would like to inspect the file on the OrganMuse screen before going to the trouble of doing a full import.

The *Performance Tracking button* begins the page turning function. Once depressed, a small green icon will appear on the upper left corner of the screen. This means that the computer is ready to begin following your performance. It will wait for you as long as you want, will always be ready to begin, and won't turn off until you turn it off.

The *Start Score Play* button begins the playback mode. The system will play whatever is on the screen, from wherever you choose, either through the organ or through the computer's general midi (that is controlled in the control panel).

The *Stop Score Play button* will stop the score play and will also shut off the performance tracking mode when you are finished with it.

The next 4 buttons are page buttons – the 1st takes you to the first page, the 2nd takes you to the previous page, the 3rd to the next page and the 4th to the last page.

The *Tempo button* allows you to set tempo frames. Once depressed, set the cursor at the location where the new tempo begins and left click. You can then click on the tempo control button and set the new tempo, which will apply to all the music up to the next tempo frame or until the end of the piece. For example, you can create a ritard within a bar by creating a tempo frame on each beat and assigning a slower tempo to each frame. This will tell the computer that you will be slowing down in this place. To erase the tempo frame, set the cursor on top of the existing frame and click. The computer will ask you if you want to erase it.

The *Midi Commander button* is what you use to have the computer change your registrations for you. Click on the button, and then place the cursor anywhere above or within the system with the right edge of the circle where you want the registration change to take place. This will bring up a dialogue box asking you to identify the piston and memory level numbers. This is for immediate reference only, as once the piece has been registered, the numbers only refer to this specific piece within the system, and not to the organ's capture system. To eliminate, move or edit the marker, place the cursor on top of the existing mark and click. The dialogue box will offer the option of moving, erasing or editing the marker. If you select "move", the marker will have a square around it and it can be dragged anywhere on the score. More information regarding this process will follow in the paragraph on the *control panel*. During performance, the marker will blink when it is activated and changes the registration.

The *Position Marker button* allows you to set where you would like to begin playing, or where the playback begins. Click on the button, then click (or touch the screen) where you want to begin.

The next 8 buttons are for making marks on the screen:

The first button is the *Pen button*, for writing in opaque ink. It is followed by the color button, which allows you to choose which color ink you want to write with and then by the brushstroke button, which allows you to choose the size of the mark you make.

The next button is the *Highlight button*, for highlighting the music in translucent ink. It's followed by the color button and the brushstroke buttons.

The next button is the *eraser button*, which allows you to erase the marks, without erasing the music. To the right is the size button, which chooses the size of the eraser. The "line" option will erase an entire line with a touch, so you don't have to scrub the cursor all over the page to get it all.

About – This tells you, among other things, which version of MuseBook Score you are using

Minimize – This button will minimize the OrganMuse screen so you can access other functions on the computer without exiting OrganMuse.

Exit – This will close the program.

Control Panel

The control panel button takes you the control panel, which is where you set up the functioning of the program, set up your midi commander registrations and customize the look of the screen.

Please note – Each piece of music will need to be prepared separately in the control panel before playing it.

Performance Tracker – Here you can set up whether or not you take the repeats, repeating the performance (for multiple verses of a hymn or a Da Capo) and the option of shutting off the tracking and have the system turn pages based on the tempos established in advance (for performing on organs without midi capability). The *Midi Input* panel allows you to establish that you are using the *USB midi 1x1* interface for your input (it should be the only option), and confirms the existence of midi input by showing a blue square in the lower box when a midi signal from the organ is present. If there's no blue box, then there's no signal and you need to check the organ output and/or the interface.

Midi Commander – This is where your registration changes are uploaded into the computer. This is the procedure:

1. Plan your registrations the same way you always do, saving the combinations on the General pistons. Again, the OrganMuse level and piston numbers are for immediate internal reference only, and don't apply to the organ's capture system once the registrations are uploaded into OrganMuse.
2. Using the cursor, place marks on the screen where you want the changes to take place, saving level 1, piston 1 for the initial combination.
3. Open Midi Commander in the control panel, and be sure that the Midi Output device selected is the "USB audio device".
4. Click on "Manage Capture Data".
5. Cancel the organ.
6. If necessary, clear the existing data in the control screen.
7. Press the organ piston you want. The capture data will upload onto the control screen.
8. Click on the right arrow to advance to the next piston.
9. Cancel the organ.
10. If necessary, clear the existing data on the control screen.
11. Press the desired organ piston.
12. Repeat this process until all your pistons have been uploaded.

This registration needs to be saved to the hard drive, so that it can be recalled for use in the next performance of the piece, as will each subsequent registration. To save to the hard drive:

1. Click on "Export to OCM file"
2. Create a folder in "My Documents", or wherever you want, for your registration files.
3. Assign a name to your file and click "save". After the first time, the computer will look there automatically for your registration files.

To open an existing registration file after opening a music file, click on "Import from OCM file". Find the file and click on it. The registration is now open.

Score Player – This panel allows you to customize the playback mode. The *Midi Output* panel allows you to set up the sounds in playback mode. If you want the playback to come through the organ, using the organ stops, begin by ensuring that the USB interface is the selected device. Then assign "Part 1" (the manuals) to channel 1 (this refers to midi channel 1, for communicating with the organ) and "Part 2" (the pedals) to which ever channel the pedals are assigned to. The word "part" refers to the organization of the staves, so if the treble and bass clef staves are connected by a brace or bracket, then "Part 1" will refer to the manuals, and "Part 2" will refer to the pedals. If the staves are not connected by a brace or bracket, such as in a trio sonata, then the treble clef staff will be "Part 1", the bass clef staff will be "Part 2" and the pedal staff will be "Part 3". Usually, if the organ has 2 manuals, then the pedals are midi channel 3, and if the organ has 3 manuals, the pedals are midi channel 4. If you want the playback to play through the computer's sound card and general midi, then choose that option and then assign the "parts" to whichever sounds you want. The *Score Dynamics* panel allows you to establish the volume relationships between the different dynamic marks (this only applies to playback mode).

Metronome and Midi Output – These panels allow you to choose the sound(s) you want for the internal metronome.

Position Mark – This panel allows you to customize the look of the position marker. You can customize the "halo" and "highlight" effect of the notes as they are played, or shut off that feature completely. You can also customize the color of the vertical position marker line and the arrows that remind you to take the repeats and to look up at the page turn, or shut those features off as well.

MusicXML Notation – This panel allows you the option of color-coding the music – notes in one color, slurs in another color, text in another, and so on. The preset default is everything in one color- black.

Score Background – Here you can customize the look of the score and the page-turning feature - the current page, for example, in white and the next page in line in another shade or color. The look of the page break line can also be customized. Other colors can be chosen, as well.

Page Number – This allows you to choose the location and look of the page number on each piece (the choice can be different for each piece).

Mouse Events – The system comes with a wireless mouse for ease of preparation work, and the touch of the screen corresponds to a left click. On this panel, you can set up the computer to respond to left and right clicks on the monitor with different tasks. In addition, should you be playing on an organ that does not have midi capability and would still like to use your OrganMuse system, you can set up the mouse events so that a simple touch to the right side of the screen will advance the page for you, and a touch to the left side of the screen will page back.

Keyboard Events – Here you can set up keyboard shortcuts for the wireless computer keyboard that comes with the system.

Subsequent Action – Here you can set up the system to do things automatically, such as bring up the next piece of music after the previous piece is finished. This where you will set up the "My List" function of advancing to the next work once you have finished with the one you are playing.

Advanced Options – This is to set the speed of the resolution. The smaller the number, the better the resolution and the cleaner the performance. You can experiment to see how well the CPU holds up with smaller numbers, especially with larger works, like an organ symphony.

Music Conversion

There is a selection of organ music currently available in the OrganMuse format which can be purchased online at www.organmuse.com, and negotiations are underway with a variety of publishing houses to offer their music in the OrganMuse format as well. Most music, however, is not yet available in the OrganMuse format, and so we've included the means to create your own files from your sheet music. The OrganMuse software functions using the MusicXML format, which is now an industry standard. To create a file to be used by the OrganMuse system it is necessary to first create a MusicXML file.

Currently, you must input or import your music into either Finale or PrintMusic, creating an '.MUS' file, from which you can export the proper MusicXML. If you work in another notation program, such as Sibelius, you must still import your work into either Finale or PrintMusic. PrintMusic is supplied with the OrganMuse system, and is a simplified version of Finale. Both of these programs are able to export a native PrintMusic/Finale file to MusicXML 2.0.

If you prefer to work in Sibelius you will need to download the Dolet 6 Plugin for Sibelius 5.1 and later from MakeMusic at www.makemusic.com. Save your work as MusicXML 1.1 or 2.0, then import that file into the PrintMusic program provided with your system, and finally re-export from PrintMusic as MusicXML 2.0. It is necessary to convert the Sibelius XML file to a Finale XML file for compatibility reasons. This issue may be resolved in Sibelius 7.

From Sheet Music

Importing from your own sheet music will be the most usual way to create an OrganMuse file. The amount of work involved depends greatly on the condition of the copy. For pieces that do not require much cleanup, say, less than 100 corrections, then, once the learning curve is past, it is often easier and faster to make those corrections in SharpEye. Pieces that will require a vast amount of cleanup are better off being directly input or ''played into" Finale/Sibelius/PrintMusic.   The amount of corrections can vary from none or 1 or 2 a page for a very clean copy of a very simple piece, to 75% errors or more for a complex piece read from a copy in bad condition.

 Inputting the music with SharpEye is a 3-part process, beginning with scanning in your music using the SharpEye scanning software, then cleaning it up using the included PrintMusic notation software. Any scanner large enough for the music will work, as long as it can output at least 200dpi.

So, to begin, scan each page and save as a "TIFF" image. 200 dpi seems to be the optimum resolution, depending on the condition of the printed copy. Higher resolutions may or may not improve the accuracy of the conversion.

If the music exists only in PDFs or some other image file, then use Snagit or some other image grabbing software to read images off the screen to tiffs. Save each image as a file with a name that includes consecutive numbers, so that the pages can be joined together in order in the next step. If the original music is old or in poor condition, you can improve the accuracy of SharpEye by opening each page in Photoshop and straightening it – SharpEye has a very hard time reading the music if the scan is even slightly tilted – and then improving the contrast and light, and then sharpening the image. This quick step will speed up the cleanup process later.

Now you can open the TIFF images in SharpEye . Click on the Read menu, and choose "Batch Process". Click the "Add Files" button at the top to choose the folder in which you saved the images. Then click the "Browse" button, which will ask you for a destination folder in which to save the file that will be the output from SharpEye. Below the "Browse" button is a text box with a name for the file which will contain all the data from the images you scanned. The default is AllPages.mro, which won't be a very good choice for a file in your music library! Change it to something closer to the name of the piece being worked on (WidorSym1Cminor, for example). Check the "Join Files after Conversion" button, and then click the "Start Batch" button to start the actual conversion. You will see a window with status of the different page images as they are converted. Once SharpEye is done with that, it will beep. SharpEye will create a file with an ".MRO" extension (e.g., WidorSym1Cmin.mro).

Once you have the files in SharpEye, then go back to the File menu and click "Open Music", and then choose the file you just created. SharpEye will open it up and you may then begin to clean up the piece from within SharpEye. There is a full editing system in SharpEye that is really very efficient, with which you can make as many note and rest and marking issues as is practicable.

When you are ready, save the file as MusicXML 1.1 from within SharpEye.

This MusicXML 1.1 file is then to be opened directly in PrintMusic/Finale/Sibelius for more cleanup (which will probably be needed), and so you can export to MusicXML 2.0 which finally be imported into OrganMuse.

To do that, open the PrintMusic program provided with your system. From the Launch Window, click on Import MusicXML. Browse to the "Templates", then on the "OrganMuse Template". This template will start an empty document that will fit your OrganMuse screen.

Click on the File menu and choose 'MusicXML, then 'Import', then browse to and click on the new file you created in SharpEye. The music will open as a new document. Select All, copy it to the clipboard, switch to the document you made from the template, and then paste. The details of importing the file into Finale or Sibelius are quite similar.

Do any cleanup and formatting necessary and then skip down to the section below, "Importing Your Music Into OrganMuse".

From A Midi File Or Direct Input

Organ music can also be set into an .MUS PrintMusic/Finale file by importing a midi file. Many organ pieces are available online, often free of charge, in the form of midi files. Open the midi file from the PrintMusic File menu. The file may appear as two staves, up to a dozen or more staves, depending on how the file was created. Clean up, expand or condense the file into a 3 stave organ file. Then, select the entire piece and copy it to the clipboard. Now open up a new file from the PrintMusic File menu, choose the OrganMuse template, and then copy the piece onto it. You can now put the finishing touches on the file, export it as MusicXML 2.0, and import it into OrganMuse.

Importing Your Music Into OrganMuse

After you have cleaned up and proofed the music, go to the PrintMusic File menu, click on "MusicXML", then "Export". Export the file as MusicXML 2.0, to whichever location makes sense for you to use. Once the file has been exported, open the OrganMuse program.

The MuseBook Home page will open, allowing you to browse to pieces you have or to import new music. At this point, you should pick 'Import'. You will be shown a folder, and if this is not the folder wherein your new MusicXML file resides, then you need to browse to the correct folder, click on the piece you wish to import, and then follow the prompts. OrganMuse will lead you through the process, which is mainly answering library questions – title, composer, opus number, etc., and allows you to choose a thumbnail for the browse library.

Once the piece has been successfully imported, it will be automatically inserted into the browse library and is ready to be played.

If you wish to simply check the look of the file and aren't ready to import the file into the system, close the home page, click on the folder icon in the left side of the toolbar and click on "open OrganScore file". Browse to the file you wish to view and click on it. This will open the file on the OrganMuse screen immediately, bypassing all the library information inputs, allowing you to more quickly check for any issues that need to be corrected before performing the final import.

When you are ready to import, go to the "Import" page and import the MusicXML file. Just follow the prompts to add the library information.

Congratulations, you have now imported a new piece of music into your OrganMuse library.

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For questions and/or assistance, please contact:

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