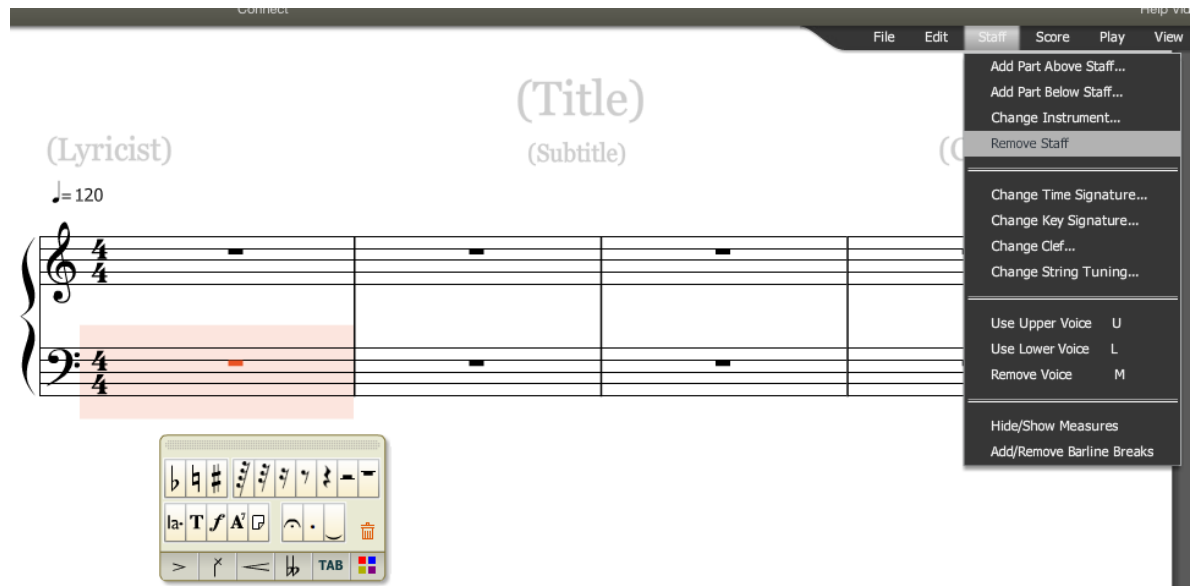**Using NoteFlight Quick Start Guide**
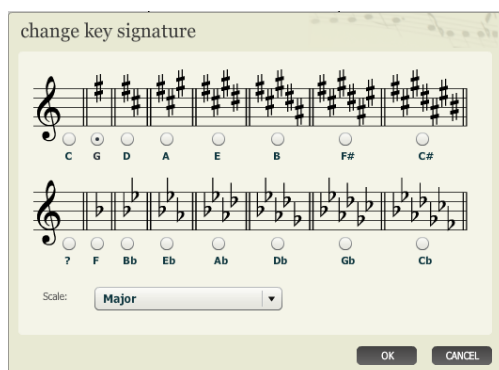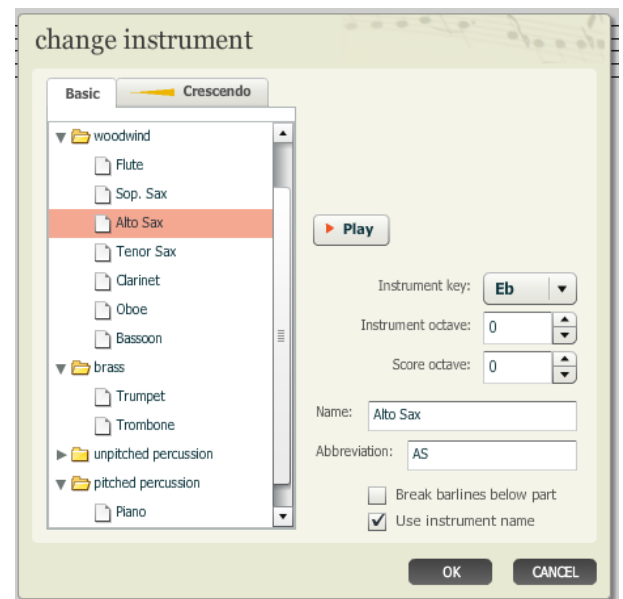
1. Click the orange "New Score" button. Four piano measures will pop up. You need to delete either the treble or bass clef, depending on what instrument you play. (My example deletes the bass clef to set up an alto sax score.)
2. Click the first measure, then select "Remove Staff" under the "Staff" pulldown menu.

3. If you want *your* instrument to sound, select "Change Instrument", under the "Saff" pulldown.
4. Find and select the desired instrument. The key is automatically chosen. (This can be changed.) Click OK.
5. Add the title and name. Click on the grey word "Title" and type in the assignment's title EXACTLY as it is on the print copy. Click on "Composer" to add your name. Nothing else is needed.
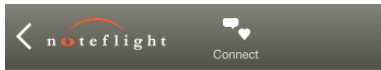

6. Select "Change Key Signature" under the "Staff" menu. Select the key for your instrument. It will match the key on your print copy.
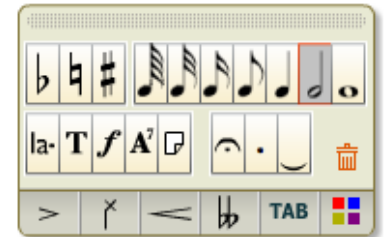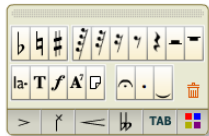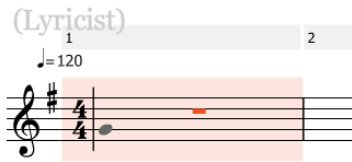
Note Entry

1. Click on the first measure. It should turn pink and a quarter note head should pop up next to the cursor. You can use the mouse to enter notes and rests by clicking on the appropriate buttons.

You can use the < > keys to go back and forth to select notes.

2. You can also use the keyboard for quicker note entry. Check out the following for Note Entry tips:

Enter notes with the keyboard

Use the letters **A** through **G**, and the special keys **[Space]** and **[Backspace]**.
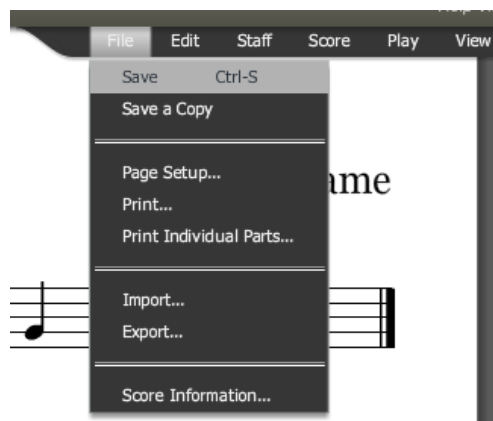
After entering a note, you can adjust it:

- − + = add a flat, sharp or natural
- [or (makes a note shorter
-] or) makes a note longer
- , . make ties and dots
- **[Up]** and **[Down]** adjust a note's pitch.

3. Deleting measures. Just move your cursor to the grey bar above the measure and click the "-" button.

4. Under the "File" menu, select "Save" to save your composition. You can also print, import, export, and edit the score info here.

5. By clicking the "Sharing" tab, next to "View", you can adjust sharing details.
-Select "Everyone" under "Who can access this score".
-Select "View & comment" under "Let them".
-Also check: "Let people search & browse for this score" and "Let people copy & export this score".

6. Click the orange "Save" button.

7. You can also email a link to your composition by clicking the "link share" button, then copying and pasting the link into your email.